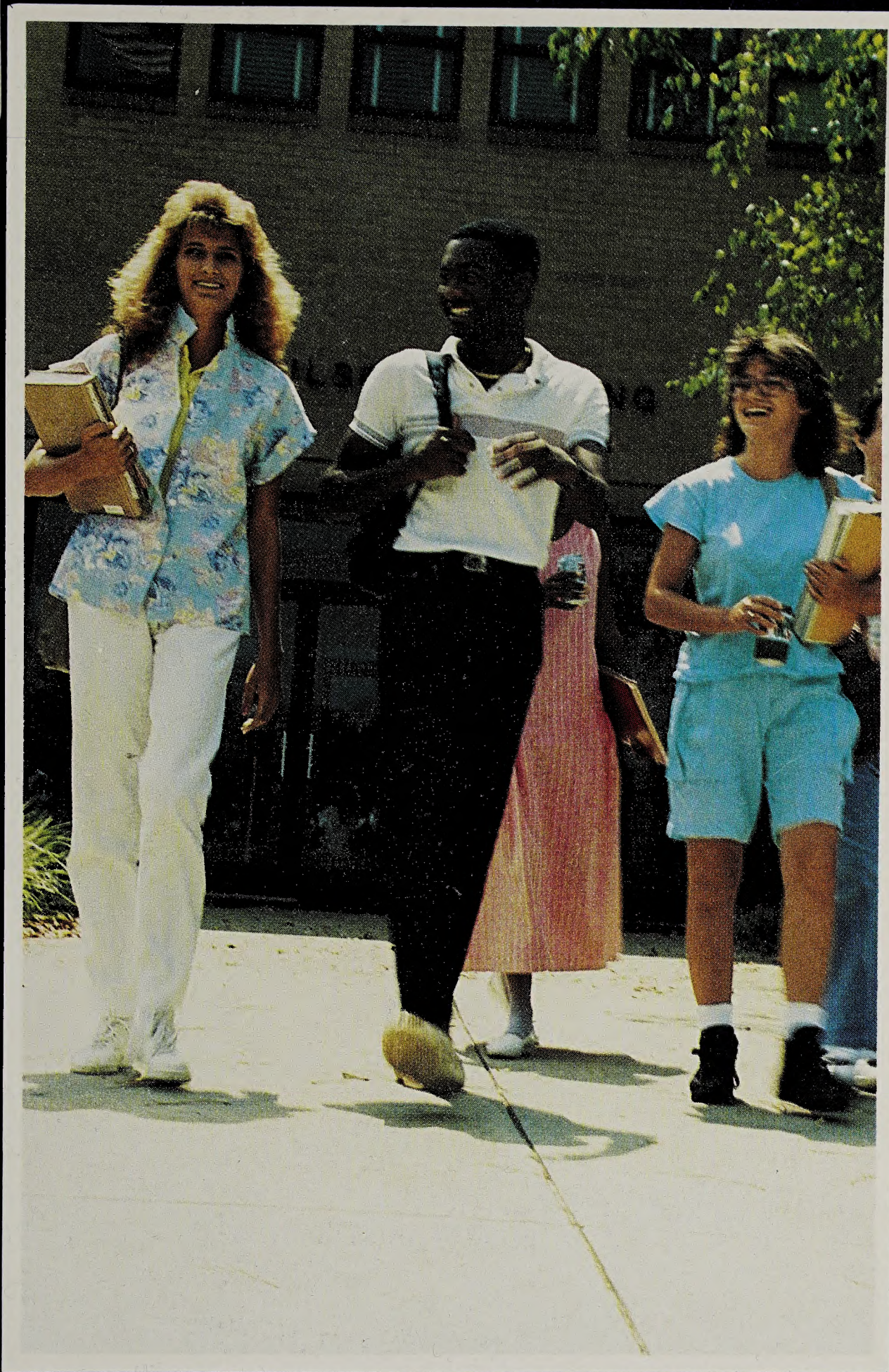
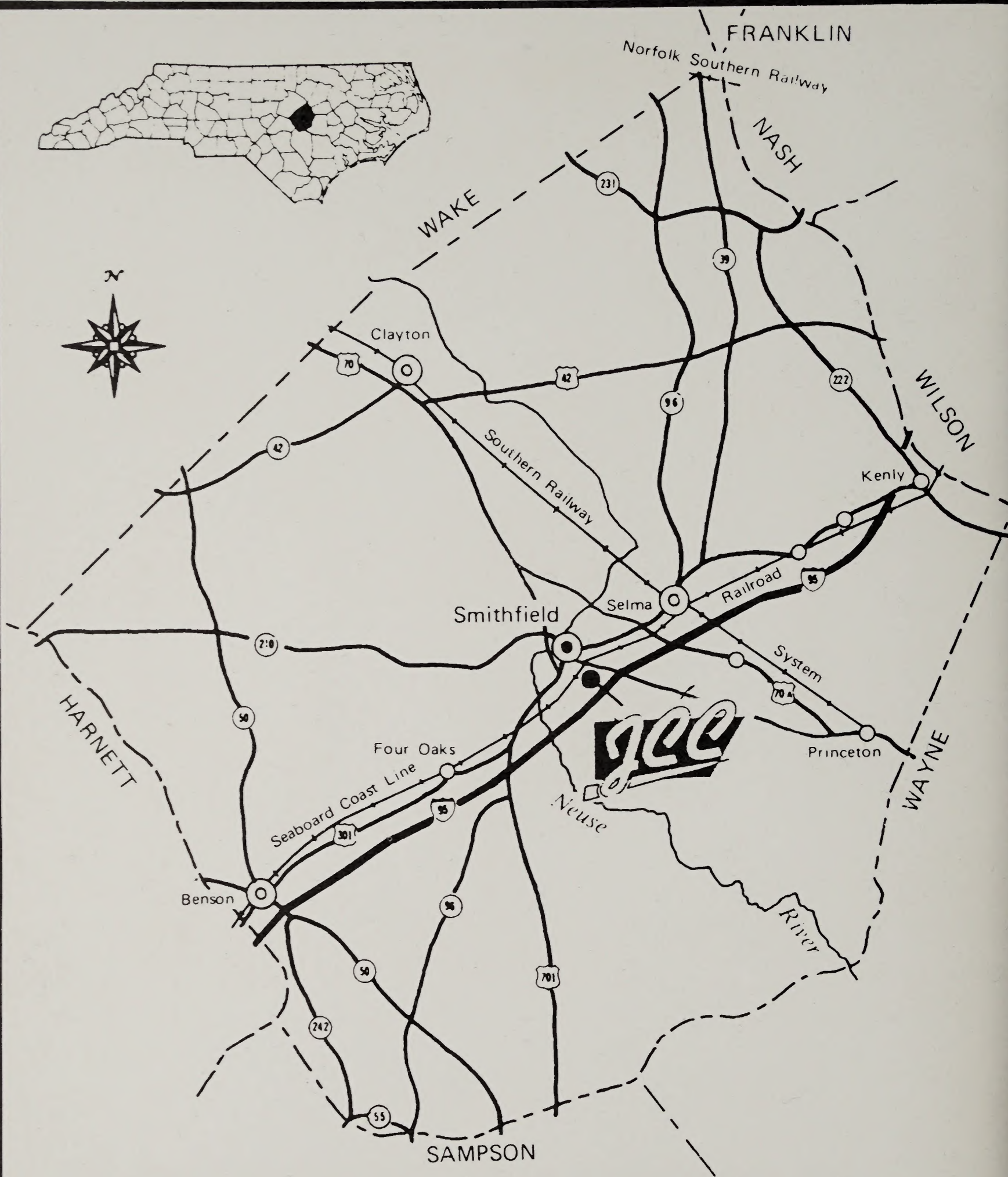


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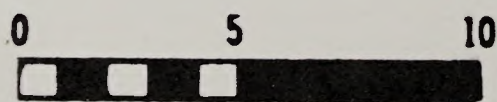


Johnston Community College

General Catalog
1988-1990



JOHNSTON COUNTY NORTH CAROLINA



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JOHNSTON COMMUNITY COLLEGE

1988 CATALOG 1990



Member Institution of the North Carolina
Community College System

Accredited by
The Commission on Colleges of the Southern
Association of Colleges and Schools

For additional information, contact
Johnston Community College
Highway 70 East
P.O. Box 2350
Smithfield, North Carolina 27577
Telephone (919) 934-3051

AN EQUAL OPPORTUNITY INSTITUTION

Johnston Community College is committed to a policy of equal opportunity in all areas of education and employment. Accordingly, Johnston Community College does not practice or condone discrimination in any form against students, employees, or applicants for admission or employment on the basis of race, color, sex, handicap, age, religion, or national origin. The College is committed to full compliance with all federal laws and regulations prohibiting discrimination.

This catalog is issued to provide information concerning the College and its programs. The announcements listed are subject to change without notice and should not be considered as binding obligations on the College or State.

Cover photo by Mallie Umphrey,
JCC Commercial Art graduate.

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1988-89
CALENDAR
SEPTEMBER, 1988 — SEPTEMBER, 1989

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1988-89 CALENDAR OF EVENTS

Fall Quarter, 1988

Orientation and Registration Thursday and Monday, September 29 and October 3
Classes Begin Tuesday, October 4
Last Day for Late Registration and Adding Courses..... Monday, October 10
Last Day for Drop Without Penalty Monday, October 31
Thanksgiving Holidays..... Thursday & Friday, November 24 & 25
Early Registration for Winter Quarter Tuesday & Wednesday, December 6 & 7
Examinations Tuesday & Wednesday, December 20 & 21
Last Day of Classes..... Wednesday, December 21
Grades Due Thursday, December 22
Christmas Holidays for Students..... Thursday, December 22
through Monday, January 2

Winter Quarter, 1989

Registration..... Tuesday, January 3
Classes Begin Wednesday, January 4
Last Day for Late Registration and Adding Courses..... Tuesday, January 10
Martin Luther King Holiday Monday, January 16
Last Day to Drop Without Penalty Wednesday, February 1
Early Registration for Spring Quarter Tuesday & Wednesday, March 7 & 8
Examinations..... Tuesday & Wednesday, March 21 & 22
Last Day of Classes Wednesday, March 22
Grades Due..... Thursday, March 23

Spring Quarter, 1989

Registration Wednesday, March 29
Classes Begin Thursday, March 30
Last Day for Late Registration and Adding Courses Wednesday, April 5
Last Day to Drop Without Penalty Wednesday, April 26
Early Registration for Summer Quarter Tuesday & Wednesday, May 30 & 31
Examinations Tuesday & Wednesday, June 13 & 14
Last Day of Classes Wednesday, June 14
Grades Due Thursday, June 15

Summer Quarter 1989

Registration Wednesday, July 5
Classes Begin Thursday, July 6
Last Day for Late Registration and Adding Courses Wednesday, July 12
Last Day to Drop Without Penalty Wednesday, August 2
Labor Day Holiday Monday, September 4
Early Registration for Fall Quarter Tuesday & Wednesday, September 5 & 6
Examinations Wednesday & Thursday, September 20 & 21
Last Day of Classes..... Thursday, September 21
Grades Due Friday, September 22
Graduation Friday, September 22

(NOTE: Tuesday, December 20 will be a Thursday schedule for day and night classes. Wednesday, December 21 will be a Friday schedule for day classes only. (Evening classes will not meet on Wednesday, December 21). Wednesday, March 22 will be a Monday schedule for day and night classes. Thursday, September 21 will be a Monday schedule for day and night classes. The General Education Summer Session Calendar will be published at a later date.)

1989-90
CALENDAR
SEPTEMBER, 1989 — SEPTEMBER, 1990

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1989-90 CALENDAR OF EVENTS

Fall Quarter, 1989

Orientation and Registration Thursday and Monday, September 28 and October 2
Classes Begin Wednesday, October 3
Last Day for Late Registration and Adding Courses Monday, October 9
Last Day to Drop Without Penalty Monday, October 30
Thanksgiving Holidays Thursday & Friday, November 23 & 24
Early Registration for Winter Quarter Tuesday & Wednesday, December 5 & 6
Examinations Tuesday & Wednesday, December 19 & 20
Last Day of Classes Wednesday, December 20
Grades Due Thursday, December 21
Christmas Holidays for Students Thursday, December 21
through Monday, January 1

Winter Quarter, 1990

Registration Tuesday, January 2
Classes Begin Wednesday, January 3
Last Day for Late Registration and Adding Courses Tuesday, January 9
Martin Luther King Holiday Monday, January 15
Last Day to Drop Without Penalty Wednesday, January 31
Early Registration for Spring Quarter Tuesday & Wednesday, March 6 & 7
Examinations Tuesday & Wednesday, March 20 & 21
Last Day of Classes Wednesday, March 21
Grades Due Thursday, March 22

Spring Quarter, 1990

Registration Wednesday, March 28
Classes Begin Thursday, March 29
Easter Holidays Friday & Monday, April 13 & 16
Last Day for Late Registration and Adding Courses Wednesday, April 4
Last Day to Drop Without Penalty Friday, April 27
Early Registration for Summer Quarter Tuesday & Wednesday, May 29 & 30
Examinations Thursday & Friday, June 14 & 15
Last Day of Classes Friday, June 15
Grades Due Monday, June 18

Summer Quarter, 1990

Registration Tuesday, July 5
Classes Begin Friday, July 6
Last Day for Late Registration and Adding Courses Thursday, July 12
Last Day to Drop Without Penalty Thursday, August 2
Labor Day Holiday Monday, September 3
Early Registration for Fall Quarter Tuesday & Wednesday, September 4 & 5
Examinations Thursday & Friday, September 20 & 21
Last Day of Classes Friday, September 21
Grades Due Friday, September 21
Graduation Friday, September 21

(NOTE: Tuesday, December 19 will be a Thursday schedule for day and night classes. Wednesday, December 20 will be a Friday schedule for day classes only. (Evening classes will not meet on Wednesday, December 20). Wednesday, March 21 will be a Monday schedule for day and night classes. Thursday, June 14 will be a Monday schedule for day and night classes. Friday, September 21 will be a Monday schedule for day classes only. The General Education Summer Session Calendar will be published at a later date.)



The General Education Summer Session Calendar will be published at a later date.
and night classes. Friday, September 21 will be a Monday scheduled for day
schedule for day and night classes. Thursday, June 14 will be a Monday scheduled for day

THE COLLEGE

History

Purpose and Objectives

The Campus

Housing

The Learning Resource Center

Continuing Education

Community Services

HISTORY

In 1967 the Smithfield Chamber of Commerce appointed a steering committee, headed by the late M. Brack Wilson, Sr., a prominent Smithfield businessman and civic leader, to study the need for a post-secondary educational institution for Johnston County and surrounding areas.

That study led to the establishment in 1969 of Johnston County Technical Institute, the fifty-first institution in the North Carolina Community College System.

M. Brack Wilson, Sr. was elected Chairman of the Institute's newly-appointed Board of Trustees, and William R. Britt, Vice -Chairman.

Dr. John L. Tart was chosen by the board to serve as President of the Institute. In September, 1969, under his leadership, Johnston County Technical Institute enrolled its first students in 29 evening courses at the former Forest Hill School, located on Highway 301 South near the town of Four Oaks.

Adult high school classes were offered and a new industry training program was initiated at Chicopee Manufacturing Company in Benson in December, 1969. General Office Technology was the Institute's first full-time, on-campus program. Basic Electrical Installation and Maintenance began at Harnett Youth Center in June, 1970 as the first full-time, off-campus program.

The Institute climaxed its first year of operation by holding Adult High school graduation exercises on August 26, 1970 with 48 graduates. Occupational education curriculum programs also began that Fall with a unique Veterans Farm Cooperative training Program, the first of its kind in the nation.

Johnston County Technical Institute was changed by the Board of Trustees to Johnston Technical Institute in January, 1971. That August, the Institute held its first graduation of 31 curriculum students.

Dramatic growth in student population increased the need for a permanent campus. On December 4, 1971, a one-hundred acre tract of land, located near the center of the County at the intersection of Interstate Highway 95 and U.S. Highway 70, east of Smithfield, was purchased. The first major building provided 51,000 square feet for classrooms, laboratories, shops and other modern facilities for postsecondary adult education and was named the Wilson Building (for the Institute's first Chairman of the Board of Trustees).

On September 13, 1976, students began classes on the new campus. Completion of three additional buildings added 30,000 square feet of classroom and laboratory space.

Johnston Technical Institute was fully accredited by the North Carolina State Board of Education on July 7, 1977 and by the Southern Association of Colleges and Schools on December 13, 1977.

On June 2, 1980 the Johnston County Board of Commissioners acted to change the official name of Johnston Technical Institute to Johnston Technical College.

During 1981, enrollment exceeded 2,500 full-time students. Buildings and facilities were being utilized to a practical maximum, and plans were developed to construct 17,500 square feet of space consisting of laboratories, classrooms and faculty office space to house Diesel Mechanics, a Machine Shop and Truck Driver Training.

Construction of this facility and was completed in early 1983. The North Carolina Truck Driver Training School was relocated to the Smithfield campus from Raleigh in August, 1983. Space was also provided for the development of a comprehensive fire fighting and rescue squad educational facility. These facilities are being developed in cooperation with the local rescue squads and fire departments.

A new addition to the Wilson Building was completed in the Spring of 1985. This addition provided facilities for a computer center, several additional classrooms, and a much-needed enlarged student lounge.

In August, 1987, the Trustees and Johnston County Board of Commissioners acted to change the official name of Johnston Technical College to Johnston Community College.

Construction was begun in October, 1987 on a Learning Resources Center building (adjacent to the Wilson Building) which will feature a new library and 1,000-seat auditorium for College and community use.

PURPOSE AND OBJECTIVES

The purpose of Johnston Community College is to provide comprehensive occupational, general, and continuing education opportunities for adults. The College opens its doors to the community and seeks to provide for the fullest possible development of the potential of all students in order that they may increase in knowledge and understanding of life; that they may develop occupational proficiencies in accordance with their interests, talents, and aspirations; and that they may continue their personal growth as responsible citizens in a democratic society.

THE MAJOR OBJECTIVES OF THE COLLEGE

1. To provide technical and vocational education which prepares individuals for employment.
2. To provide two years of post-secondary general education through contractual agreement with East Carolina University.
3. To provide continuing education as needed by individuals and community groups with emphasis on:
 - (a) Training for new and expanding business and industry
 - (b) Career advancement
 - (c) Adult basic education
 - (d) Adult high school education
 - (e) Personal growth and life enrichment
 - (f) Cultural and community service programs

4. To provide guided studies courses for individuals whose levels of achievement indicate a need for specialized educational assistance in order to attain their educational goals.
5. To provide student services to guide students in the exercise of self-direction in career and personal planning and in the solution of problems.

THE CAMPUS

Johnston Community College is located on a 100-acre campus near the intersection of U.S. Highway 70 and Interstate 95 East of Smithfield, North Carolina.

HOUSING

Student housing facilities are not provided on the campus. Most persons attending the College commute from home for classes and other activities. However, housing accommodations may be found in the various communities of Johnston County. The Student Affairs Division provides assistance to students who request help in locating housing accommodations.

THE LEARNING RESOURCE CENTER

The Learning Resource Center at Johnston Community College consists of the library, the learning lab, and the audiovisual area. The primary purpose of the LRC is to provide materials and services to aid in achieving the educational goals and objectives of the College. The collection includes all types of communication media selected to support and enrich the curricular areas offered by Johnston Community College. The Learning Resource Center provides materials for reference in all subject areas, including materials to serve the avocational and general interests and needs of the students, faculty, staff, and other interested citizens of Johnston County and surrounding areas.

Presently, the Library contains thousands of volumes, subscribes to numerous periodicals of general and technical interest, and houses microform copies of magazines and newspapers. Ninety-four reels of microfilm covering historical information about Johnston County and surrounding areas dating from 1749 are available. The collection, which is continuing to expand, is designed to serve the students, faculty, and staff as well as the community at large. Interlibrary Loan service is also available.

The Library staff is available for reference and reader's advisory assistance. The operating schedule is arranged in a way which provides both day and evening students ample time and opportunity for extended periods of study.

There is seating for 76 people at study tables, in the reading area, and in individual carrels.

The Learning Lab provides an opportunity for any interested adult, regardless of educational background, to select appropriate courses of study from a wide range of programmed material. The courses vary in difficulty from elementary level to college level — including Adult Basic Education, Adult High School, and preparation for the General Education Development (GED) examination. Individuals studying in the Learning Lab are free to set their own schedule and study pace, but are expected to show steady progress toward a pre-determined objective.

Located in the Audiovisual Area of the Learning Resource Center are aids to enhance the teaching process. Filmstrips, slides, tapes, films, transparencies, records, and other materials are available as well as the equipment necessary for use of the materials.

The services of an audiovisual technician are available for assistance in the selection and production of audiovisual materials.

CONTINUING EDUCATION

Consistent with its commitment to the philosophy of a comprehensive educational institution, Johnston Community College offers a diversified and flexible program for those individuals who elect to attend class on a less structured basis than that which is required for curriculum study.

Continuing Education courses include instruction designed for self-improvement, updating, and upgrading to meet increased job demands, plus a variety of general interest offerings. Any course which is consistent with the purposes of the College will be offered, provided adequate interest is indicated. For additional information regarding the Division of Continuing Education see page 00.

COMMUNITY SERVICES

In addition to offering courses which are structured along the traditional lines of classroom organization, the College continually strives to serve the community by providing a broad community service program.

Community service organizations including civic, social, and recreational groups are invited to utilize the facilities at the College for meetings and other community activities.

Visitors are welcome on the campus at any time. College personnel will arrange tours of the campus and schedule discussion periods for groups who are interested in learning more about the purposes and functions of the community institution.



ADMISSION

General Admission Policy

Admission Standards

Admission Procedure

Counseling

Transfer Students

Transfer Credit Policies of

Area Senior Institutions

Special Students

Guided Studies

Health Standards

Admission to Continuing Education Courses

Readmission

Admission Appeals

GENERAL ADMISSION POLICY

Johnston Community College operates with an "open door" admission policy. Any high school graduate or non-graduate who is eighteen years of age or older and can benefit by pursuing further education may be admitted to the College, provided the person makes application and completes the admission process.

Counseling and guidance are provided as a part of the admission process to help the applicant establish educational goals and select a program of study appropriate to the applicant's interests, aptitudes, and career objective.

Applicants for admission are accepted and placed in a program of study based upon general admission standards. For certain programs of study, applicants are required also to meet specific program admission standards, as described below under Admission Standards.

It is the policy of Johnston Community College to encourage young people to complete their high school education before seeking admission to the College.

Under certain circumstances an applicant who is a minor between the ages of 16 and 18 years of age may be considered a person with special needs and may be admitted to an appropriate program, in accordance with regulations prescribed in the North Carolina Administrative Code, Title 23, Section 2C.0301—Admission to Institutions, as outlined below.*

*Section 2C.031 (c) A minor, 16 years old, or older, may be considered a student with special needs and may be admitted to an appropriate program at an institution if the local public or private education agency determines that admission to the program is the best educational option for the student and is approved by the institution. This requirement may be waived if the student has been out of school at least six months and his application is supported by a notarized petition of his parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.

(d) A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to appropriate courses concurrently under the following conditions and other appropriate provisions of this Rule:

- (1) Upon recommendation of the chief administrative school officer and the approval of the president of the institution;
- (2) Upon approval of the student's program by the principal of the school and the president of the institution; and
- (3) Upon certification by the principal that the student is taking at least three high school courses and is making appropriate progress toward graduation.

Admission policies and standards are established upon recommendation of the College Administration and approval of the Board of Trustees. The Director of Admissions and Records is responsible for administering admission policies and standards under the guidance of the Admissions Committee.

Admission Standards

General admission standards for curriculum programs of study are as follows:

1. **Age:** Applicants for all technical and vocational education programs, the General Education Program, adult high school education, adult basic education, and continuing education courses must be at least 18 years of age or be a high school graduate. However, an applicant who is a minor between the ages of 16 or 18 years may be considered a student with special needs and may be admitted to an appropriate program in accordance with policy established by the State Board of Education. Specific requirements applicable to minors are defined under GENERAL ADMISSION POLICY on page 00.
2. **Education:** An applicant's general level of education should be sufficient to make possible reasonable progress in the program of study. Applicants for associate degree programs must be high school graduates or equivalent, as recognized by the State of North Carolina. Applicants for vocational education programs of three months or more in length leading to a diploma or certificate should be high school graduates or the equivalent, as recognized by the State. However, consideration is given to others who demonstrate that they have sufficient education, motivation, and potential for making reasonable progress in a vocational education program.

Program admission standards are as follows:

1. Applicants for admission to the following programs are required to meet the above general admission standards in terms of age and education: Accounting; Air Conditioning, Heating, and Refrigeration; Auto Body Repair; Automotive Mechanics; Business Administration; Business Computer Programming; Practical Carpentry; Commercial Art and Advertising Design; Cosmetology; Diesel Vehicle Maintenance; Early Childhood Associate; Practical Electrical Wiring; Digital Electronic Repair; Foodservice Specialist; General Education; General Office; Home and Family Living Specialist; Homemaker/Home Health Aide; Industrial Management; Machinist; Retail Floriculture; Secretarial-Executive; Secretarial-Medical; Welding. Specific program admission requirements are not applicable to the above programs of study.

2. Specific program admission requirements in addition to age and education are applicable to the following programs of study:

- (a) **Electronics Engineering Technology.** Have completed Algebra I and II, or Algebra I and Geometry, and have a satisfactory score on the Comparative Guidance and Placement Algebra Test. The CGP algebra score required for full admission to this program is higher than the mathematics score generally required for placement in most other programs. Applicants who have taken the necessary high school algebra courses but need to strengthen their background in algebra may be granted provisional admission. Under these conditions, the student is required to remove the mathematics deficiency in order to gain full admission and continue in the program. Full admission of students provisionally admitted is contingent upon satisfactory completion of MAT 143—General College Mathematics with a minimum grade of “C”. Applicants who have developed sufficient proficiency in mathematics without having completed the necessary high school mathematics courses may be admitted with satisfactory scores on the intermediate algebra test. Guided studies preparatory courses are available when needed to strengthen background in mathematics and English when needed prior to entering the program.
- (b) **Law Enforcement Technology.** Complete personal history questionnaire; submit a copy of motor vehicle driver’s record and a copy of court record; meet minimum standards for law enforcement employment as contained in Chapter 9 of the Criminal Justice Education and Training Standards, North Carolina Administrative Code, Title 12. Be interviewed by an admissions counselor.
- (c) **Nursing Education Options: Associate degree with Practical Nursing.** Have attained a minimum grade of “C” on high school courses in algebra, biology, and advanced biology or chemistry. Have satisfactory scores on the Comparative Guidance and Placement English and Mathematics Tests. CGP scores required for admission to this program are higher than scores generally required for placement in most other programs. Be interviewed by an admissions counselor and the program director.
- (d) **Radiologic Technology (Radiography).** Have attained a minimum grade of “C” on high school courses in biology and mathematics, and have satisfactory scores on the Comparative Guidance and Placement English and Mathematics Tests. CGP scores required for admission to this program are higher than scores generally required for placement in most other programs. Observe a hospital radiology department in

operation. Be interviewed by an admissions counselor and the program director.

- (e) **Truck Driver Training.** Submit application for admission and a completed ATA Physical Examination Form; have a copy of the applicant's motor vehicle driver's record forwarded by the State department of motor vehicles.

Vocational certificate programs are conducted at units of the North Carolina Department of Correction. Regular admission procedures and requirements are not applicable. Inmate students are assigned to training programs at various times during each quarter throughout the year. Assignments are made by Department of Correction personnel. Programs offered include Practical Auto Body Repair, Cosmetology, Practical Electrical Lineman, Practical Food Service Specialist, Practical Automotive Mechanics, Practical Masonry, Practical Electrical Wiring, Practical Air Conditioning, Practical Plumbing, and Practical Welding.

Admission Procedure

Application forms may be obtained in person, by telephoning, or by writing to:

Director of Admissions
Johnston Community College
Highway 70 East
P.O. Box 2350
Smithfield, North Carolina 27577
Telephone: (919) 934-3051

The application for admission and all transcripts of the applicant's high school and post-secondary educational record should be submitted as soon as possible within one year prior to admission. The normal schedule for receiving applications and transcripts is at least four weeks prior to the date of registration, as specified in the College Calendar of Events.

Applicants for all technical education programs and the General Education Program should complete the following steps:

1. Submit a completed application form.
2. Have transcripts of the applicant's secondary and post-secondary educational records mailed to the Admissions Office by the high school and all post-secondary educational institutions attended. All transcripts must be received before the application for admission can be processed.
3. Report to the Admissions Office for placement testing, the admission interview, and/or processing. Applicants are notified when to report.

After the application form and all transcripts have been received, applicants for technical and general education programs are notified by mail when to report for placement testing and the admission interview.

Applicants for vocational education programs are expected to complete the three steps outlined above, except for placement testing which is not required of vocational program applicants.

Applicants are notified when they have been accepted for admission and when to report for registration.

In certain instances when it is in the best interest of the student and is deemed educationally feasible, an applicant may be granted tentative acceptance for admission and be permitted to register without meeting full admission requirements. Tentative acceptance for admission is valid only for one quarter. During this quarter all pertinent admissions documents must be received and the student must complete all steps for full acceptance in order to register for the second quarter.

Counseling

Following receipt of the application for admission and all transcripts, the applicant is invited for placement testing and an admission interview with a counselor and/or program director. The applicant and the counselor review together the application, discuss the applicant's career plans, and review program requirements.

The purpose of the admission interview is to provide information to help clarify the applicant's goals, and to confirm career plans. The applicant is encouraged to consider the full range of educational programs and services available and to evaluate the probability of success in programs of study related to the individual's interests, objectives, and aptitudes.

Placement tests are used to assess educational preparation in the areas of reading, grammar, composition, and mathematics. The tests are given to aid in the admission and placement of students in technical and general education programs of study.

A student who desires to enter a particular program of study, but is not accepted to pursue that program, may be accepted for admission to an alternate program. This may involve admission to (1) another program of study, (2) preparatory guided studies courses, (3) individualized programmed instruction, or (4) a combination of these approaches designed to help the student overcome educational limitations.

Transfer Students

Applicants for admission as transfer students may be admitted and granted advanced standing based on acceptance of course work completed at other accredited post secondary institutions. All courses for which transfer credit is possible will be evaluated in terms of the curriculum to be pursued at Johnston Community College. The

application for admission and all transcripts must be received before an application can be processed.

Course credits earned at other institutions will be accepted for transfer subject to the following conditions:

1. The course work must be applicable to the program of study the student desires to pursue.
2. Generally, a minimum grade of "C" or the equivalent must have been earned for a course to be considered for transfer.

TRANSFER CREDIT POLICIES OF AREA SENIOR INSTITUTIONS

General Education Courses

College freshman and sophomore level courses taken in the General Education program are offered on the Johnston Community College campus under contractual affiliation with East Carolina University. Students register simultaneously in both institutions and academic records are maintained by both institutions.

College freshman and sophomore level courses are transferable to other senior colleges and universities throughout the nation and are fully applicable, as well, for continuation on the East Carolina University Campus toward the baccalaureate degree.

Technical Courses

The following senior institutions offer transfer credit for technical courses completed at Johnston Community College. Transfer requirements of senior institutions are subject to change without notice. Counselors at Johnston Community College provide assistance to students considering transfer. **It is strongly recommended** that prospective transfer students contact the Admissions Office at the senior institution concerning admissions requirements and transfer credit policies applicable to specific major fields of study.

Appalachian State University

For the Bachelor of Technology degree, prospective transfer students who earn the Associate of Applied Science degree in business or industrial technologies will be considered for admission as a junior or third-year student. A maximum of 60 semester hours (90 quarter hours) may be transferred. Students accepted in the Bachelor of Technology program must complete 60 semester hours of work at the University and fulfill specific program requirements.

Atlantic Christian College

For the Bachelor of Arts or Bachelor of Science degree, a maximum of 64 semester hours (96 quarter hours) may be transferred on a course-by-course basis.

Campbell University

For the Bachelor of Applied Science and Bachelor of Health Science degrees, a maximum of 64 semester hours (96 quarter hours) may be accepted for transfer. For other degrees, technical courses will be evaluated on an individual course-by-course basis for possible transfer.

East Carolina University

Electronics Engineering Technology, Industrial Management, General Office, Secretarial-Executive, Secretarial-Medical graduates may transfer technical course credits towards the Bachelor of Science degree in Technical Teacher Education or Industrial Technology. Technical courses will be evaluated on an individual course-by-course basis.

Elon College

For the Bachelor of Applied Science degree, students who have received the Associate in Applied Science degree may transfer a maximum of 65 semester hours (96 quarter hours). General studies and elective course requirements are completed at Elon. A student must have at least 24 semester hours of credit at the junior-senior level to qualify for graduation.

Fayetteville State University

For the Bachelor of Arts or Bachelor of Science degree, credits in an Associate in Applied Science degree program will be accepted for transfer, to a maximum of 60 semester hours (90 quarter hours). Transferring students must complete all requirements for a particular major, which may include additional freshman or sophomore level courses.

Greensboro College

For the Bachelor of Arts or Bachelor of Science degree, a maximum of 72 semester hours of course work with grades of no lower than "C" may be transferred. Transfer credit is accepted on a case-by-case basis.

Methodist College

For the Bachelor of Applied Science degree, a maximum of 64 semester hours (96 quarter hours) may be accepted for transfer. For other degrees, technical courses will be evaluated on a course-by-course basis for possible transfer.

Mount Olive College

For the Bachelor of Applied Science degree, a maximum of 64 semester hours (96 quarter hours) may be transferred on a course-by-course basis.

North Carolina Wesleyan College

For the Bachelor of Applied Science degree, a maximum of 64 semester hours (96 quarter hours) may be accepted for transfer. For other degrees, technical courses will be evaluated on an individual course-by-course basis.

Shaw University

A student admitted with an Associate Degree from a two-year accredited institution may receive a maximum of seventy (70) semester hours of credit. In most instances the degree will satisfy general education core requirements. Only courses with grades of "C" or better are acceptable. Courses that do not qualify as equivalent to core course requirements may be accepted as electives on a course-by-course basis. Transferring students must fulfill specific program requirements.

University of North Carolina at Charlotte

Electronics Engineering Technology graduates who wish to transfer into the Bachelor of Engineering Technology program must earn the Associate in Applied Science degree, achieve an overall grade point average of at least 2.2 on all courses taken, and complete satisfactorily the prerequisite background courses for the electrical engineering technology option.

Special Students

Persons who wish to take selected technical or vocational curriculum courses to meet special educational needs may be admitted as special students. Special students are required to submit an application for admission as a special student, but are not required to meet regular admissions requirements.

Special students may pursue up to fifteen quarter credit hours of selected course work for academic credit without being admitted to a specific program of study. A student who desires to earn additional academic credit must meet the regular requirements and be accepted for admission to a program of study, in order to register for more than fifteen credit hours of course work for credit purposes. A special student may qualify for full admission to a program of study at any time.

Guided Studies

Students who need to strengthen basic skills in the areas of English grammar, composition, reading, and/or mathematics are required to enroll in guided studies preparatory courses.

Guided studies courses are designed to develop the basic skills essential for success in the occupational and general education programs. Guided studies courses provide specialized instruction to meet individual needs.

Health Standards

Curriculum students are required to complete an individual health history questionnaire and for certain programs to secure a physical examination prior to initial registration.

Students should be in a sufficient state of health to successfully pursue the program of study chosen. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact while pursuing a program of study.

As an equal opportunity institution, the College assists students who have special health conditions, handicaps, or limitations by making accommodations or adjustments necessary for students with handicaps to pursue their educational goals. Services are provided in accordance with Section 504 of the Rehabilitation Act of 1973.

Federal law prohibits inquiries regarding handicap prior to admission. Information concerning handicaps, voluntarily given or inadvertently received, does not affect admissions decisions. However, if an applicant, upon admission and acceptance, requires special services because of a handicap, the applicant should notify the Office of Student Affairs. This voluntary self-identification allows the College to prepare for the effective delivery of programs, activities, and services to persons who have a handicapping condition.

In certain programs of study students are required to meet technical standards of health. These standards are defined as the state of health and ability needed to perform the requirements of the program and engage in educational training assignments in such a way as not to endanger the student, other students, or members of the public including patients, patrons, and others with whom the student will come in contact as a part of the educational program. Technical standards of health apply specifically to such programs as Nursing Education Options, Nursing Assistant, Homemaker/Home Health Aide, Radiologic Technology, Early Childhood Associate, Cosmetology, and Truck Driver Training. For these programs, a Report of Health Evaluation by a physician is required.

Admission to Continuing Education Courses

Persons who wish to take extension courses in various subject fields to earn continuing education unit (CEU) credit are admitted and

enrolled each quarter at the first meeting of class at the location where the class meets. Class schedules are published quarterly. Further information may be obtained by contacting:

Office of Continuing Education
Johnston Community College
Highway 70 East
P.O. Box 2350
Smithfield, North Carolina 27577
Telephone: (919) 934-3051

Readmission

Applications for readmission of former students are received and processed by the Admissions Office. Students applying for readmission to a curriculum must meet requirements for graduation as outlined in the current College Catalog. Decisions on applications for readmission may be appealed by the applicant to the Admissions Committee or may be referred by the Director of Admissions and Records to the Admissions Committee.

Admission Appeals

Admission and readmission policies and standards are administered by the Director of Admissions and Records. Cases in which an applicant desires to appeal a decision on an application for admission, readmission, or program change are heard by the Admissions Committee. Appeals must be submitted to the chairperson or secretary of the Admissions Committee in writing within ten days of the date of the initial decision.



up, and have their names for their program a report of health and safety as a part of a project.

Admission to Continuing Education Courses

Persons who wish to enroll in continuing education courses in various subject fields or who receive education unit (CEU) credit are admitted and

TUITION, FEES, AND EXPENSES

Tuition and Fees

Tuition and Fee Exemptions

Tuition for Non-Residents

Residence Status for Tuition Purposes

Activity Fee

Late Registration Fee

Tuition Refund and Unused Tuition Credit

Textbook and Other Expenses

Bookstore Refund Policy

Insurance

TUITION, FEES, AND EXPENSES

Johnston Community College, a member of the North Carolina Community College system, offers educational opportunities at low cost to the student. Tuition and activity fees are payable at the beginning of each quarter. Tuition is established by the General Assembly of North Carolina. The activity fee is set by the Board of Trustees in accordance with policy established by the State Board of Community Colleges. Tuition and activity fees are subject to change without notice. The cost of textbooks and supplies is an additional expense and varies with the program of study.

Tuition and Fees

Tuition and activity fees payable by curriculum students who qualify as residents of the State of North Carolina for tuition purposes, are as follows:

	Per Quarter	Per Year Four Quarters
Full-time Students		
Tuition	\$75.00	\$300.00
Activity Fee	<u>7.00</u>	<u>28.00</u>
Total	\$82.00	\$328.00

Part-time Students	
Tuition	\$6.25 per quarter hour
Activity Fee	\$5.00 for students carrying a course load of 9 to 11 quarter hours. There is no charge for students carrying less than 9 quarter hours.

A full-time student, for purposes of tuition and activity fees, is defined as one who is registered for twelve or more quarter hours of course work or the equivalent. A part-time student is one who is registered for less than twelve quarter hours of course work or the equivalent.

For purposes of calculating tuition and fees for General Education semester hour courses, one semester hour is equivalent to 1.5 quarter hours. This conversion is applied in the computing of charges for tuition and activity fees.

The rate of tuition charged for auditing a course is the same as the rate charged for taking the course for academic credit.

Tuition and Fee Exemptions

Senior citizens who are North Carolina residents and are 65 years of age or older are exempt from the payment of tuition, activity, and extension course registration fees. Students enrolled in adult basic education, adult high school, the Learning Laboratory, and certain specified continuing education courses are exempt from payment of the extension registration fee. Further information concerning waiver

of the extension course registration fee applicable to certain continuing education courses is found on page 00.

Tuition for Non-Residents

Any student whose legal residence is outside of the State of North Carolina, or, in the case of students who are boarding or living with relatives in the community and whose parents or guardians live outside the State, and who do not otherwise qualify as residents for tuition purposes under General Statute 116-143.1, shall pay tuition as follows: \$702.00 per quarter or \$2,808.00 per academic year of four quarters. If the student enrolls on a part-time basis, the cost is \$58.50 per quarter hour.

Residence Status for Tuition Purposes

The tuition charge for students who qualify as residents of the State of North Carolina is less than the charge for non-resident students. To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must have maintained his/her domicile in North Carolina for at least the twelve months prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his/her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. Further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant, and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

The residentiary classification of a student, for purposes of applicable tuition rates, is required to be changed if, since original establishment of the student's current classification, his/her state of legal residence has changed.

If a student claims eligibility, as a member of the armed forces or a dependent relative of such a member, to be charged the in-state tuition rate under G.S. 116-143.3, the student must submit the appropriate application prior to initial enrollment or reenrollment for which the student claims the tuition benefit. The student must also submit the application prior to each successive academic year of enrollment.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in "A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Each enrolled student is responsible for knowing the contents of that Manual, which is the controlling administrative statement of policy on this matter. Copies of the Manual are available and can be seen upon request at the Office of Student Affairs.

Activity Fee

Full-time curriculum students are required to pay an activity fee of \$7.00 per quarter. Part-time curriculum students who register for a course load of nine to eleven quarter hours or the equivalent are required to pay an activity fee of \$5.00. These fees provide financial support for the student activities program, including student government, intramural recreation, student publications, social activities, student clubs and related activities, and projects of benefit to students.

Late Registration Fee

New curriculum students who register after the published date for registration are not charged a late registration fee.

Returning curriculum students who complete their registration after the date of registration, as published in the College Calendar of Events, are required to pay a late registration fee of \$5.00 in addition to quarterly tuition and activity fees.

A student is considered to be officially registered only after all tuition, fees, and other charges have been paid in full or acceptable arrangements for third party billing have been approved by the College Business Office.

Tuition Refund and Unused Tuition Credit

The policy applicable to tuition refund and unused tuition credit is established by the State Board of Community Colleges. The policy as stated in the State Policy Manual is as follows:

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all of the student's tuition shall be refunded (6-2-66).

No Refund will be approved if the student fails to officially withdraw within the prescribed ten calendar day period. Refunds will be considered only when the student withdraws from school.

When a student, having paid the required tuition and fees for a quarter, officially withdraws from the College within the prescribed time and the reasons for the withdrawal are found excusable by the administration, the student may be allowed credit for tuition and fees if the student petitions in writing to be allowed such credit and is re-admitted during any of the next four calendar quarters.

In order to be considered for a refund or credit, the student must document his reason for withdrawal and submit the documentation

to the Business Manager. It is the responsibility of the Business Manager to determine if a refund or credit is due, and to process it if approved for payment.

When a student, having paid the required tuition and fees for a quarter, dies during that quarter (prior to or on the last day of classes), all tuition and fees for that quarter may be refunded to the estate of the deceased if the estate requests a refund.

Textbook and Other Expenses

Textbooks and other items are an additional expense for which the student should plan. The cost of textbooks varies with the program of study, but the average cost is usually between \$50.00 and \$100.00 per quarter for full-time students.

Bookstore Refund Policy

The Johnston Community College bookstore will give a refund of expenditure only when the student officially drops from school or when an error has been made by the bookstore staff. Students are urged to attend class before purchasing books. The instructor will inform the student of books and materials needed for the course. Unsold books will be returned to the publishers three weeks after the start of each quarter. Books arriving after the quarter begins will be available for three weeks after their arrival date. The bookstore is a student service, and is open during hours that are convenient for the students.

NOTE: REFUND REQUESTS AUTHORIZED BY THE BOOKSTORE WILL BE PROCESSED THROUGH THE BUSINESS OFFICE AND A CHECK FORWARDED TO THE STUDENT'S MAILING ADDRESS.

It should be clearly understood by the student that in certain courses the student also must provide at his or her own expense certain items needed to perform practice work required in that course. Examples of such items are notebooks, uniforms, tools, cosmetology kits, and art supplies.

Students in the Nursing Education Options: Associate Degree with Practical Nursing and Radiologic Technology (Radiography) programs are required to purchase uniforms and miscellaneous items which cost approximately \$125.00

Commercial Art students are required to purchase certain art supplies and materials which constitute an additional expense to the student.

Cosmetology students are required to purchase a kit which costs approximately \$70, a Cosmetology Test Library which costs \$122.00, and uniforms which cost approximately \$25.00 each.

Automotive Mechanics students are required to purchase basic tools which cost approximately \$150.00

Books, supplies, and other items may be purchased from the College Bookstore. Hours of operation are published by the Business Office.

Insurance

Accident insurance, covering the student during hours in school and in transportation to and from school, is available for approximately \$6.50 per year.

Professional liability insurance is required for all Nursing Education Options: Associate Degree with Practical Nursing and Radiologic Technology (Radiography) students before beginning clinical training in assigned hospitals and nursing facility affiliates. The cost is approximately \$13.50 per year.



STUDENT DEVELOPMENT SERVICES

Counseling Service
Financial Aid
Financial Aid Standards of Progress
Veterans Services and Certification
Health Services
Health Standards
Placement Service
Student Housing
Student Records
Educational Rights and Privacy
Transcripts

STUDENT DEVELOPMENT

The objectives of the student development program are to support the instructional program, respond to student needs, and foster institutional development. In response to the needs of students, the student development program assists students in defining their educational and career goals, developing self-direction as independent persons, solving problems that may be encountered, and achieving personal goals within the framework of the educational program of the College.

Counseling Service

Counseling is offered to help students assess their abilities, aptitudes, interests, and personal goals as they plan and work to achieve their career objectives. Information is made available concerning career fields, occupations, employment trends, and job opportunities.

The counseling staff provides educational, vocational, and personal-social counseling services for all students. At the time of the admissions interview prior to initial registration, the student establishes contact with a counselor. Each student is encouraged to maintain this contact and visit his/her counselor periodically or arrange an appointment through the Student Affairs Office.

Career counseling and orientation are offered in individual and group sessions. These services include placement tests, individual interest, aptitude, and personal preference testing, and occupational information materials. Individual counseling is provided to assist students in making career plans and educational decisions. In addition to vocational and educational counseling, counselors are available to assist students in working through personal and social concerns.

Orientation classes are taught by counselors and include instruction in study skill techniques, college regulations and services designed to help students succeed.

Financial Aid

Johnston Community College attempts to help meet the financial need of students who need financial aid to pursue education.

The College financial aid program operates in accordance with the following policies and principles:

- (1) The purpose of financial aid is to supplement the resources of the student and the family. The primary responsibility for financing education rests with the family, and the family is expected to contribute according to its income and ability to assist with the student's educational expenses. The student is expected to share in this responsibility through savings and part-time employment, if necessary.

- (2) In considering a student for financial aid, the College considers the applicant's financial need and potential for success in accomplishing the educational goal.
- (3) Aid may be used for tuition and fees, books, room and board, travel, and personal expenses necessary to maintain the student in school.

Students who need assistance should contact the Financial Aid Office.

Financial aid resources available are listed below.

1. **Pell Grant**

This is a federal assistance grant awarded to eligible students who are enrolled on at least a half-time basis in a program of one year or more in length.

2. **Supplemental Educational Opportunity Grant**

This is a federal assistance grant awarded to eligible students who have exceptional need and are enrolled on at least a half-time basis in a program of study of one year or more in length.

3. **Single Parent/Homemaker Grant**

This grant provides assistance to single parents and homemakers whose family responsibilities have prevented development of marketable job skills. Funds are administered by the College under provisions of the Vocational Education Act.

4. **North Carolina Student Incentive Grant**

The College serves as a certifying agency for this grant program administered by the College Foundation, Inc.

5. **Loan Funds**

The College serves as a certifying agency for the North Carolina Insured Student Loan Program, which is administered by the College Foundation, Inc.

6. **NCPLUS Loan Program**

The North Carolina Plus Loan Program (NCPLUS) is a loan for parents of students and independent students to help meet educational expenses of undergraduates. For further information, contact the Financial Aid Office.

7. **Work Study**

The College participates in the College Work-Study Program. Under this program a variety of part-time jobs are available on the campus for eligible students.

8. **Job Training Partnership Act**

Eligible students may qualify for assistance under the Job Training Partnership Act. Funds to cover the cost of tuition, fees, books, and possible other expenses are administered by the Job Training Office in student's county of residence. Further information can be obtained from the Johnston County Job Training Office located in the Gaskin Building, Courthouse Square, Smithfield.

9. **Scholarships**

Scholarship grants are provided by various organizations and individuals.

The Clifton Gene Kirby Memorial Scholarship

The Clifton Gene Kirby Memorial Scholarship is a \$600 honor award given by Barry Lynn Kirby, a 1983 graduate of the College, in memory of his father. It is awarded annually to the rising second year, full-time student who has demonstrated the most active interest in and has given the most time and effort to the advancement of the Student Government Association.

The Kathleen Benson Memorial Nursing Scholarship

The Kathleen Benson Memorial Nursing Scholarship is a \$200 award given to a Nursing Education Options student annually by Shelton A. Benson, a former trustee of the College, in memory of his wife.

Carolina Telephone Company Scholarships

Two \$500 scholarships are awarded annually to North Carolina residents enrolled or intending to enroll full-time in a vocational or technical program.

Priority is given to displaced workers retraining for new skills and minorities.

Carolina Telephone Company College Transfer Scholarship

A \$500 scholarship is awarded annually to a resident of North Carolina enrolled or intending to enroll full-time in the general education college transfer program.

Wachovia Technical Scholarship

A \$500 scholarship is awarded annually to a full-time student who is enrolled in the second year of a two-year technical program, demonstrates financial need, and maintains satisfactory progress.

Carolina Power and Light Company Scholarship

A \$500 scholarship is awarded annually to a North Carolina resident residing in the Company service area. The recipient must be enrolled or intend to enroll full-time in a two-year technical program and maintain a minimum quality point average of 2.0.

N.C. Community College Scholarships

Eighteen scholarships of \$400 each are awarded to North Carolina residents enrolled or intending to enroll full-time or part-time in a curriculum program.

10. Other

The College cooperates with the following agencies for other types of assistance:

- Veterans Administration educational benefits
- Social Security educational benefits
- State Vocational Rehabilitation educational benefits
- Department of Social Services assistance

Financial Aid Standards of Progress

Each student enrolled in a degree or diploma program is expected to make satisfactory progress toward completion of requirements for the degree or diploma. At the end of each quarter the student's quarterly and cumulative quality point averages are computed,

indicated on the students quarterly grade report, and reviewed by the College.

For purposes of determining satisfactory academic progress, the student's cumulative quality point average is computed after each quarter on the basis of the quarter hours thus far attempted.

To be in satisfactory academic standing, a student must achieve at least the minimum cumulative quality point average specified in relation to the number of quarter hours attempted, as defined on page 00.

Students who are receiving Title IV federal student financial aid benefits and are not in satisfactory academic standing are granted two consecutive quarters of academic probation to bring their cumulative quality point average up to satisfactory standing. After two quarters of probation, a student is not entitled to continue receiving financial aid unless the student has achieved satisfactory academic standing in terms of the cumulative quality point average. Upon achieving satisfactory academic standing, a student who is otherwise eligible then will be entitled to receive financial aid in the next quarter after having achieved satisfactory standing.

Students who do not complete their program of study in the standard number of quarters prescribed in the College catalog may continue, if otherwise eligible, to receive Title IV federal student financial aid for an additional number of quarters equal to 50% of the standard number of quarters specified in the Catalog. A student must carry a course load of half time or greater in order to receive Title IV student financial aid.

Also, a student must pass at least 67% of the credit hours attempted each year as determined by a review of the student's academic record following completion of the spring quarter of each year.

Veterans Services and Certification

The College provides services to students in conjunction with the Veterans Administration and the North Carolina Department of Veterans Affairs in assisting veterans and eligible persons to secure veterans educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible wives, widows, and children of disabled or deceased veterans also are assisted. For information and applications forms, students should contact the Veterans Affairs Officer in the Student Affairs Office or the Johnston County Veterans Service Office, Courthouse Square, Smithfield, North Carolina 27577.

A Veterans Handbook is published to provide specific information on services and regulations that apply specifically to persons receiving veterans educational benefits.

For purposes of certification for veterans educational benefits, a veteran student who repeats a course will be certified to the Veterans Administration each time the course is repeated, and the hours and the grade earned will be included each time in the computation of the student's cumulative quality point average.

Not more than twelve credit hours of required course work repeated by a veteran student for the purpose of raising a grade of "F" or "WF" will be certified for veterans educational benefits.

Satisfactory academic progress of students is determined by the individual's cumulative quality point average, as defined on page 00. When a veteran or eligible person has failed to make satisfactory academic progress and has been on academic probation for two consecutive quarters without achieving satisfactory progress, the enrollment of the veteran or eligible person is decertified to the Veterans Administration in accordance with VA regulations. This action leads to termination of veterans educational benefits by the Veterans Administration.

Also, the College is required under VA regulations to decertify the enrollment of veterans or eligible persons whose cumulative quality point average indicates that adequate progress is not being made toward meeting graduation requirements.

It should be clearly understood that the veteran or eligible person is not suspended from the College when decertification occurs and veterans educational benefits are terminated. The student is advised to remain in school and make every effort to attain satisfactory academic progress as soon as possible.

At the end of each quarter the student's grade point average for that quarter and cumulative grade point average are examined.

To be recertified for veterans educational benefits, the veteran or eligible person must bring his/her cumulative quality point average up to the standard of satisfactory academic progress, as defined on page 00. When the student has attained satisfactory academic progress, the student's enrollment will be recertified to the Veterans Administration for educational benefits.

Transfer credit hours are not included in computing a veteran's academic quality point average (QPA) in his/her program at Johnston Community College. However, for purposes of determining the veteran's progress toward graduation as this relates to certification for V.A. educational benefits, credit hours transferred are included in determining the QPA required to meet minimum standards of academic progress toward graduation. Accordingly, veterans who have received transfer credit hours are placed on the academic progress scale based on the combination of both transfer credit hours and credit hours attempted at Johnston Community College.

Health Services

Student health services are not provided on campus. Students are expected to secure health services from their family physician, the Emergency Room at Johnston Memorial Hospital in Smithfield, or other area health service facilities.

In the event of accident or illness, the Office of Student Affairs or the General Administrative Office should be notified immediately.

First aid is provided by College personnel in accordance with their capabilities. First aid kits are strategically located in the various campus buildings.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the Emergency Room of Johnston Memorial Hospital or to a local physician in accordance with instructions given by the student or the student's family. In an emergency situation when immediate attention is necessary, a student may be taken directly to the Johnston Memorial Hospital to be seen by the physician on duty in the Emergency Room.

Students who have significant health conditions or limitations are expected to inform their instructors at the beginning of each quarter, and may be required to submit a Report of Health Evaluation conducted by a physician. When deemed appropriate, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

The environmental health and safety program on the campus is under the direction of the College Business Manager.

Health Standards

Curriculum students are required to complete an individual health history questionnaire and for certain programs to secure a physical examination prior to initial registration.

Students should be in a sufficient state of health to successfully pursue the program of study chosen. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact in pursuing a program of study.

In certain programs of study students are required to meet technical standards of health. These standards are defined as the state of health and ability needed to perform the requirements of the program and engage in educational training assignments in such a way as not to endanger the student, other students, or members of the public including patients, patrons, and others with whom the student will come in contact as a part of the educational program. Technical standards of health apply specifically to such programs as Nursing Education Options, Homemaker/Home Health Aide, Radiologic Technology, Cosmetology and Truck Driver Training. For these programs a Report of Health Evaluation by a physician is required.

As an equal opportunity institution, the College assists students who have special health conditions, handicaps or limitations by making accommodations or adjustments necessary to assist students with handicaps in attaining their educational goals. Services are provided in compliance with Section 504 of the Rehabilitation Act of 1973.

Placement Service

The College provides a job placement service for its students. By communicating with area businesses, industrial firms, and public agencies, the College assists prospective graduates in locating job

opportunities. Although the College can not guarantee job placement of its students, the Placement Service provides information concerning current employment opportunities prior to and after graduation.

Students are encouraged to establish an individual job placement file with the Placement Service prior to graduation and utilize this service at any time.

The Placement Service, in cooperation with the Employment Security Commission Job Service, provides information on job openings in the area and the State. This service is provided without charge to the student.

Student Housing

Housing for students is not provided on campus. Most members of the student body live in the area and commute to the campus. Although student housing services are not provided, students who seek housing in the local area are referred to area real estate agencies and citizens who have indicated willingness to rent to students. Such referrals are made on a non-discriminatory basis.

Student Records

Upon receipt of an application for admission, a student record file folder is established. It is the policy of the College that this student record file shall be used throughout the student's enrollment to collect and maintain pertinent basic data relative to the individual's admission and academic progress.

The contents of the student record file folder are as follows: application for admission, transcripts of the student's secondary and post-secondary educational records, placement test results, summary of the admissions and academic progress interviews, medical history records, residency questionnaire, correspondence related to admission, attendance, academic progress, and disciplinary actions, and other data related to admission and academic progress. The contents of the student record file folder are the property of Johnston Community College and are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

Educational Rights and Privacy

Johnston Community College recognizes the rights and privacies afforded each student under Public Law 93-380, entitled the Family Educational Rights and Privacy Act of 1974, and is in compliance with the provisions of the Act.

The statute governs access to records maintained by educational institutions and the release of such records. In brief, the statute requires:

- A. That the College must provide student access to official records directly related to the student and an opportunity for a hearing to

- challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate;
- B. That the College obtain the written consent of the student before releasing personally identifiable data about the student from records. Exceptions are described in the Student Handbook.

Further information concerning student records and institutional policies for the implementation of the Family Educational Rights and Privacy Act of 1974 are contained in the Student Handbook, copies of which are available on request in the Student Affairs Office.

Transcripts

Upon written request of the student, an official transcript of a student's educational record will be provided by the Registrar's Office to the student or to other institutions, individuals, firms, or agencies. There is no charge for transcript service. Transcripts are not released until the student's financial obligations to the College have been paid in full and the account is cleared with the Business Office.





STUDENT LIFE

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STUDENT LIFE

The student body of the College is similar in many respects to a cross section of the adult population in the local area from which most of the members of the student body come. In varying degrees student life typically centers around four major areas of interest: formal course work as a community college student; home, family, and community commitments; employment obligations for those who hold part-time or full-time jobs; and co-curricular student activities.

Co-curricular activities are organized by students in response to student interests and needs and are recognized as a vital dimension of a full, meaningful educational experience. In addition to student government and campus publications, co-curricular activities typically consist of recreation activities, cookouts, student clubs and organizations, social events, and other activities.

Co-curricular activities provide additional learning experiences beyond the formal classroom setting for all who choose to become involved. These experiences include developing leadership skills through participation in student organizations and working together with fellow students on social, recreational, and community service projects.

Student Government Association

The Student Government Association exists to promote good relationships and understanding among the students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set high ethical standards for students through responsible conduct.

SGA is the primary campus student organization. Duly constituted to represent the interests of students, SGA gives direction to student life beyond the classroom. It is responsible for developing and administering the annual Student Activities Fund Budget that supports the student activities program.

Membership consists of all curriculum students registered for nine or more credit hours and other duly registered curriculum or continuing education students who elect to join by paying the student activity fee.

The Student Government Constitution is published in the Student Handbook.

Clubs and Organizations

Student clubs and interest groups are encouraged as a means of developing common bonds of purpose and friendship between students with similar occupational and academic interests. Faculty members serve as advisors and assist student leaders in planning club programs and developing group activities.

Student organizations on campus include a chapter of the Phi Beta Lambda business fraternity and clubs for students in Accounting, Business Administration, Cosmetology, Commercial Art, Electronics

Engineering Technology, General Education, Greenhouse and Grounds Maintenance, Nursing Education Options, Radiologic Technology, Retail Floricultural, and Secretarial Science.

Membership in student clubs and organizations is open to eligible curriculum students regardless of race, color, sex, handicap, age, religion, or national origin.

Publications

Students are encouraged to join a publications staff by contacting the editor, advisor of the publication, or the Student Affairs Office.

RETROSPECT, the student yearbook, is published by a student staff working with an advisor. The yearbook provides a pictorial history of the past year's events and activities. Funds to support the yearbook are provided annually by the Student Government Association in the Student Activities Fund Budget.

The STUDENT HANDBOOK is published by the College to provide essential information and to specify College regulations. Copies are distributed on the campus, in orientation classes, and at the Student Affairs Office.

Participation in College Governance

The President of the Student Government Association serves as an ex-officio, non-voting member of the College Board of Trustees.

The Advisory Council, composed of the President of the College, the chairpersons of the College standing committees, and the Student Government Association President, meets periodically to study and advise concerning recommendations referred to it by the various standing committees or other groups or individuals in the College.

Recreational Activities

Informal recreational is a part of the student activities program. Recreational activities are organized by students in response to student interests and needs, and are supported by the Student Activity Fund.

Students are encouraged to organize and participate in various recreational activities. Equipment may be checked out at the Student Affairs Office.

Statement on Open Membership in Student Organizations

It is the policy of Johnston Community College that membership in student organizations is open to all eligible students in accordance with the bylaws of the various student organizations. Discrimination in admission to membership in student organizations on the basis of race, color, sex, handicap, age, religion, or national origin is specifically prohibited.

The College is an equal opportunity institution and is committed to full compliance with all federal laws and regulations prohibiting discrimination.

The Student Lounge

The Student Lounge provides a convenient place for relaxation, conversation, and a break between classes. Light meals, sandwiches, coffee, soft drinks, and other food items are available in the Lounge. Also, vending machines and video games are available.

Self Discipline

Self discipline is an essential element of learning and personal development. All students are expected to conduct themselves as responsible adults and in accordance with public laws and generally accepted standards of morality and decency. As such, a person:

1. Is courteous to fellow students, faculty, staff members, and to the public;
2. Is honest in academic work and in dealings with others;
3. Obeys local, state and national laws;
4. Respects the property of the College, fellow students, and others;
5. Exercises care in the use of books, furniture, tools, equipment, supplies and buildings;
6. Obeys the Code of Student Conduct.

Any action performed on the campus of Johnston Community College or at any activity sponsored by or officially affiliated with the College will be defined as being in violation of the Code of Student Conduct provided:

1. The action disrupts the educational process, or
2. The action directly precipitates physical violence resulting in bodily injury or property damage, or
3. The action is a violation of the duly established laws and/or regulations of Johnston County, the State of North Carolina, or the United States of America.

Code of Student Conduct

- A. It shall be the responsibility of every student at Johnston Community College to obey the Code of Student Conduct, which (1) specifically prohibits lying, cheating, or stealing, when these actions involve academic processes; administration of the College; student, academic, or administrative personnel acting in an official capacity, and (2) requires the student to report any violation of which he/she has knowledge. It shall be the further responsibility of every student to abide by the Code of Student Conduct; namely, to conduct oneself so as not to impair the welfare or the educational opportunities of others in the Johnston Community College community.
- B. Offenses Related to Cheating. The following acts are specifically prohibited, and the commission of any of the following said acts may result in expulsion, suspension, or lesser sanctions:

1. Academic cheating including (but not limited to) unauthorized copying, collaboration, or use of notes or books on examinations; and plagiarism, defined as the intentional representation of another person's words, thoughts, or ideas as one's own.
 2. The acquisition without permission of any academic material (test information, research papers, etc.) from any member of the student body, faculty, or staff.
 3. Furnishing of false information with intent to deceive to members of the College community who are acting in the exercise of their official duties.
- C. Offenses prescribed above shall include, but shall not be limited to, those additional individual and group offenses specified in detail in the Student Handbook. Procedures for the conduct of campus judicial hearings and the explanation of applicable sanctions are specified in the Student Handbook.

Traffic and Parking Regulations

Traffic regulations of the State of North Carolina are applicable to all persons who drive a motor vehicle on the campus.

Parking regulations are published in the Student Handbook. Student parking is provided in designated areas of the campus. Reserved parking is provided in other designated areas for visitors, handicapped persons, faculty, and staff members.

Enforcement of traffic and parking regulations and penalties for violations are administered by the College Business Office.



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ACADEMIC REGULATIONS

Johnston Community College exists to provide for the fullest possible development of each person who enters its open door to learn. The policies, programs of study, and regulations of the College are directed toward this objective.

The College expects each student to make significant academic progress toward his/her chosen educational goal and is committed to making this objective possible for all students. At the end of each quarter final course grades are issued and an assessment is made of the student's academic progress. Satisfactory academic progress is defined on page 00.

THE QUARTER SYSTEM

The College operates on the quarter system. Fall, winter, spring and summer quarters are each eleven weeks in length. Classes are in session five days per week.

Technical and general education classes normally meet fifty minutes per instructional hour with a ten-minute break between classes.

Vocational education classes normally meet sixty minutes per instructional hour with appropriate break time being provided within the hours scheduled.

The number of times per week that a class meets is determined by the number of quarter hours credit prescribed in the curriculum and indicated in the quarterly class schedule.

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of clinical experience, manipulative laboratory training, or shop practice.

REGISTRATION

Students pursuing degree, diploma, and certificate programs are enrolled only at the beginning of a quarter. Generally, students begin their program of study in the Fall quarter. However, entrance at the beginning of other quarters is possible when the curriculum and class schedule permit.

All students are expected to register during the times scheduled for that purpose. Quarterly registration dates are published in the College Calendar of Events and announced prior to each quarter.

Entering curriculum students must be accepted for admission by the Admissions Office before beginning the registration process. Each student is assigned a faculty advisor who assists the student in planning a program of study. The faculty advisor must approve the student's proposed class schedule each quarter prior to registration.

Students may register for certain courses to be taken in evening hours on a modified basis, as provided for in the course descriptions.

Registration for adult education extension courses offered through the Division of Continuing Education is generally held at the first meeting of class at the location where the class meets. Advanced registration may be required for certain courses.

Further information concerning extension courses may be obtained by calling or visiting the Continuing Education Office on the campus.

Course Load and Classification

Each student is responsible for being familiar with the requirements of the program of study which the student is pursuing and for keeping account of progress toward completion of graduation requirements. Class schedules and course loads should be carefully planned by the student in consultation with the faculty advisor. The student is expected to be familiar with all regulations set forth in the Catalog and Student Handbook. Copies are available in the Student Affairs Office.

A full-time curriculum student is one who is carrying a minimum course load of 12 quarter hours in a degree, diploma, or certificate program. The normal load for typical full-time students generally varies between 15 and 19 quarter hours.

A part-time curriculum student is one who is carrying a course load of less than 12 quarter hours.

A student who desires to register for additional course work above the normal load for the curriculum as outlined in the catalog must present a written recommendation from the faculty advisor and secure the approval of the Dean of General and Technical Education or the Dean of Vocational Education.

A student's course load may be limited to less than the normal load as a condition of admission.

Students in associate degree programs who have completed less than one half of the credit hours required for graduation are classified as freshmen. Those who have completed one half or more of the credit hours required for graduation are classified as sophomores.

A special student is one who is enrolled for a special educational objective not specifically provided for in an established curriculum. As such, a student may take up to fifteen credit hours of course work without meeting requirements for acceptance into a program of study. Special students are required to pay tuition and fees.

Changes in Course Registration

A student who wishes to drop or add a course after initial registration must secure the faculty advisor's approval on a Registration Change Notice form before the change is made official with the Registrar's Office.

A student who is considering dropping a course after the last day for late registration is strongly encouraged to consult with the instructor of the course before taking further action.

Course changes must be made in accordance with the Calendar of Events.

Registration to Audit Courses

Students may elect to audit course(s) for non-credit purposes when space is available. Permission to audit a course is subject to approval of the student's faculty advisor and is granted only one time per course.

To audit, a student must register for the course and pay regular tuition. The last date to register to audit a course is the last day of the late registration period, as specified in the Calendar of Events.

Students who audit courses are encouraged to abide by the College attendance regulation, to take tests, and to participate in class discussions, but are not required to do so.

A grade of AU is given for record purposes.

Late Registration Fee

A late registration fee of \$5.00 is charged to all returning curriculum students who complete registration after the date of registration indicated in the Calendar of Events. Registration is not complete until all tuition and fees are paid in full, or arrangements have been approved by the College Business Office.

ORIENTATION

A required orientation course is taught for students in general and technical education programs. The purpose is to inform incoming students and to help them adjust to the academic and social environment of the College. Orientation for students in vocational programs is provided by faculty advisors.

The various services provided for students are explained, as are academic, attendance, conduct, and other College regulations. Special emphasis is placed on the development of effective study skills and use of the Library.

The course, ORI 100-Orientation, is taught in the fall, winter and spring quarter and is a requirement for graduation.

CHANGES OF PROGRAM

Students are permitted to change from one program of study to another program in accordance with changes in their educational and career objectives. A student who wishes to change from one program to another program is required to consult with a counselor concerning his/her proposed educational plans and to secure approval from the Director of Admissions and Records.

Students who wish to change from their first program of study to another program of study without having completed their first program may be approved to do so without restriction. However, students who seek a second change in order to attempt a third program must have a minimum cumulative quality point average of 2.0 to be eligible to undertake a third program of study.

Changes of program should be initiated at least four weeks prior to the date of registration. Counseling is provided to aid the student in educational and career planning.

Curriculum courses previously passed are evaluated for purposes of transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of graduation requirements for the new program of study.

ATTENDANCE REGULATION

All students are expected to attend every class for which scheduled. No class cuts are provided. Students should notify their instructors or the Office of Student Affairs prior to anticipated dates of absence whenever possible.

Class attendance is considered in evaluating the student's progress toward meeting course objectives.

When a student has been absent in excess of 20% of the clock hours scheduled for a given course, the student will be dropped from the class roll, and a drop slip will be issued by the instructor to inform the student that he/she has been dropped from the class. The student will be notified in writing that he/she has been dropped from the class. The student will not be allowed to return to class until the student has requested and has been issued a monitor slip by the Office of Student Affairs. The student will then be allowed to monitor the class until the Attendance Committee meets. To be considered for reinstatement in the class, the student must appear before the Attendance Committee or submit a letter to the committee stating the reasons for each date of absence.

The Attendance Committee consists of two faculty members appointed by the instructional deans, and one administrator appointed by the Dean of Student Affairs, and two students appointed by the Student Government Association. The committee will review each student's request for reinstatement and make the decision as to whether the student will be reinstated in the class or whether the drop will be sustained. A drop that is sustained constitutes unofficial withdrawal from the course and results in a grade of WF.

If a student is absent from class again after having been dropped and subsequently reinstated, the student will not be reinstated again by the Attendance Committee unless reinstatement is recommended by the instructor.

The student should contact the Office of Student Affairs immediately following the Attendance Committee meeting to learn of the decision made by the committee. Minutes of Attendance Committee meetings are mailed to each student whose case has been considered by the committee.

Decisions made by the Attendance Committee may be appealed to the administration. Appeals must be submitted in writing to the Dean of Student Affairs and should be received within three school days following the Attendance Committee meeting. Cases appealed will be reviewed and a decision rendered.

Course work missed due to absences may be made up with the approval and at the convenience of the instructor when deemed

educationally feasible. The student is responsible for taking the initiative in arranging with the instructor to make up work missed.

GRADING SYSTEM

Final course grades are issued to the student at the end of each quarter in accordance with the following grading system:

Grade	Description	Quality Points
A (93-100)	Excellent	4.0
B (85-92)	Above Average	3.0
C (77-84)	Average	2.0
D (70-76)	Below Average	1.0
F (Below 70)	Unsatisfactory	0.0

- I Incomplete temporarily for the duration of the following quarter. Credit hours attempted are not counted in the present quarter in computing the quality point average. If a passing grade is not achieved during the following quarter, the grade of "I" automatically becomes "F" and the credit hours attempted for the course are counted in computing the quality point average.
- WP Withdrew officially with a passing grade at time of withdrawal. Credit hours attempted are not counted in computing the quality point average.
- WF Withdrew officially with an unsatisfactory grade at time of withdrawal or withdrew unofficially. Credit hours attempted are counted in computing the quality point average.
- CR Credit by proficiency examination. Courses on which this grade is earned are not included in the quality point average.
- AU Audit. Course taken for non-credit purposes.

Removal of "I" Grades

The grade of "I," meaning course work, temporarily incomplete may be removed by completing all work assigned by the instructor. It is the responsibility of the student to make arrangements with the instructor to accomplish the required remaining work needed to remove the "I" grade. If the student satisfactorily completes the required work during the quarter immediately following receipt of the "I" grade, the instructor assigns a permanent passing grade. Otherwise, the "I" grade automatically is changed to "F" for purposes of the student's record and cumulative quality point average.

Cheating

Cheating in any form (e.g. on an examination, plagiarism, or copying another student's research paper) is a serious offense and will be dealt with accordingly. An initial offense will result in a failing

grade for the work involved. A second offense may lead to a failing grade for the course, or in an extreme instance dismissal from the College.

Repeating a Course

A course on which the student receives a grade of "D" or lower may be repeated. The student must register for the course again in order to repeat. When a student repeats a course, the hours attempted and the grade earned are included in computing the student quality point average.

Approval to repeat a course for credit is granted generally only one time. Permission to repeat a course for credit more than one time is subject to approval of the appropriate instructional dean.

Credit by Examination

Course credit for proficiencies previously developed by the student may be earned by examination. A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course. Examinations may be arranged to document proficiencies previously developed through employment, military service, secondary education, post secondary non-accredited schools, or correspondence schools.

To earn credit by proficiency examination the student must:

1. Be currently enrolled in the program containing the course for which credit by examination is being sought.
2. Not have previously attempted the course for which credit by examination is being sought.
3. Submit the prescribed application for approval to seek credit by examination. Application forms are available from the Student Affairs Office.
4. Register for the course and pay appropriate tuition and fees if required.
5. Demonstrate to the satisfaction of the appropriate faculty member that sufficient justification exists to warrant approval of the request for the examination.
6. Secure written approval from the instructor, the department chairperson, and the appropriate instructional dean to take the examination.
7. For any course(s) which the student has registered at the beginning of the quarter and has attended classes, credit by examination must be gained within the first two weeks of the quarter. Courses for which a student has secured approval and has registered after the normal registration period may be challenged at any time during the quarter.
8. Arrange an appropriate time at the convenience of the instructor to take the examination.

The student is allowed one opportunity to take a proficiency examination for credit in any given course.

The grade of “CR” (credit by proficiency examination) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination a student must achieve a score equivalent to not less than “C” on the examination. There is no penalty or grade of record for an unsatisfactory grade on a proficiency examination.

Courses on which the grade of “CR” is earned are not included in the calculation of the student’s quality point average.

Credit also may be granted for courses that have been passed by appropriate examination under the College Level Examination Program (CLEP).

Concerning the General Education Program, East Carolina University must also approve any requests for credit by proficiency examination for those courses which are taught under contract with that institution. This approval is required in addition to the guidelines (1-8) outlined above. For courses attempted by proficiency examination under East Carolina University, the grades, including quality points, are assigned in the same manner as if a student took the course under regular classroom conditions.

Quality Point Average

The cumulative quality point average is computed in accordance with the following example:

Course	Qtr. Hrs. Attempted	Grade	QPs Per Qtr. Hrs.	Total QPs
BUS 225	5	A	4	20
ECO 102	3	B	3	9
ENG 101	3	C	2	6
BUS 115	3	D	1	3
BUS 232	3	F	0	0
BUS 235	3*	I	0	0
EDP 104	4*	WP	0	0
ENG 206	3	WF	0	0
BUS 102	<u>3*</u>	CR	0	<u>0</u>
	20			38

*Hours attempted and grades on these courses are not included in the computation of the student’s quality point average.

Thirty-eight (38) quality points are divided by twenty (20) quarter hours attempted to equal a 1.90 cumulative quality point average. When a course is repeated, the hours attempted and the grade earned are included in the computation of the student’s cumulative quality point average. In case a student receives a grade of “D,” “F,” or “WF” on a course and subsequently repeats the course, the total quarter hours attempted include the hours attempted each time the course is taken.

Dean's List

Outstanding academic achievement is recognized each quarter by publication of the Dean's List.

The Dean's List is made up of students who are enrolled for a minimum of 9 quarter hours in any quarter and have achieved a quarterly quality point average of at least 3.5 out of a possible 4.0 with no grades lower than "C."

Forgiveness Policy

A student who has not been enrolled in curriculum courses in the College for 36 consecutive months may request the Registrar to re-evaluate his/her academic record. Under this policy, the student may request that his/her previous grade(s) of "F" not be used in calculating the cumulative grade point average. Prior to the re-evaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of course work with a minimum grade point average of 2.0. The Registrar, at the request of the student, will then re-evaluate his/her cumulative grade point average as appropriate. A re-evaluation is provided only once for each student.

ACADEMIC PROGRESS

Each student enrolled in a degree or diploma program is expected to maintain satisfactory progress toward completion of requirements for the degree or diploma. At the end of each quarter each student's quarterly quality point average and cumulative quality point average are reviewed.

To be considered making satisfactory academic progress, a student must maintain at least the following minimum cumulative quality point average related to the number of credit hours attempted:

Qtr. Hrs. Attempted	Vocational Diploma Programs Minimum Cumulative QP Average	Technical and General Education Degree Programs Minimum Cumulative QP Average
12-30	1.50	1.50
31-45	1.75	
31-66		1.75
46 or more	2.00	
67 or more		2.00

This scale will be used to determine each student's academic progress and status at the College. This scale is applicable also for purposes of certification to the Veterans Administration; Social Security Administration; State Division of Vocational Rehabilitation

Services; student grants, loans, scholarships, other college financial aid; and other public and private agencies authorized to receive this information.

Reports of academic progress are furnished to all students following the end of each quarter. Records of progress are kept by the College Registrar on veteran and non-veteran students alike.

PROBATION

A student whose academic progress is unsatisfactory, based on the student's cumulative quality point average as described above, will be placed on academic probation and will be notified by the Dean of Student Affairs. The student is required to meet with a counselor soon after being placed on probation. The purpose of this conference is to review the student's progress and to offer help in planning ways to improve academic progress and remove probationary status as soon possible.

Probationary status is removed by attaining the minimum cumulative quality point average required for satisfactory progress, as defined above under the Academic Progress.

A student on academic probation is not permitted to participate in certain types of extracurricular activities, such as holding an executive office in the Student Government Association. Students on probation are not entitled to officially represent the College, the Student Government Association, or a student club or organization at meetings, conferences, and conventions.

SUSPENSION

A student who has been on academic probation for two consecutive quarters will be suspended from the program of study for a period of one quarter. The student is required and will be notified to report for a conference with a counselor. The purpose of the conference is to offer the student assistance in reviewing his/her educational progress. Counseling is provided to help the student clarify his/her educational goals and consider alternatives appropriate to the student's needs and objective.

A student suspended more than once for insufficient academic progress will be suspended for two quarters, and additional counseling will be provided to assist the student.

The Dean of Student Affairs is responsible for administration of academic probation and suspension.

DEGREES, DIPLOMAS AND CERTIFICATES

The Associate in Applied Science degree is awarded to students who complete a two-year technical education program.

The Associate in General Education degree is granted to students who complete the two-year General Education Program.

A diploma is awarded for completion of a one-year vocational education program.

The College awards certificates for completion of other courses of study.

Award of Additional Associate Degrees or Diplomas

The College may award an additional degree or diploma to the student who has completed all required and elective courses specified for each additional program of study. A student shall be given credit for having completed courses in a degree or diploma program if they are the same courses previously taken in another degree or diploma program.

It shall be the responsibility of the appropriate dean of instruction and department head to jointly determine elective courses acceptable for transfer credit.

Changes in Curricula

During a period of transition following curriculum revision, students currently enrolled may select either the old or new curriculum as their basis for meeting graduation requirements. Course substitutions are subject to approval of the department head and the appropriate dean of instruction.

Students applying for readmission to a curriculum must meet requirements for graduation as outlined in the current College Catalog.

GRADUATION REQUIREMENTS

To be eligible for graduation from an associate degree or diploma program, the student must meet the following requirements:

1. Have passed all courses specified and required in the student's chosen program of study.
2. Have earned a minimum cumulative quality point average of 2.0 on all required associate degree level or vocational level courses attempted at the College.
3. Have taken and passed at least one fourth of the courses required in the program at Johnston Community College. It is anticipated that the final fifteen quarter credit hours be completed at the College.
4. Have paid all financial obligations owed to the College.
5. Have filed an application for graduation.

To be eligible for graduation from a certificate program, the student must pass all courses required in the program of study, have paid all financial obligations owed to the College, and file an application for graduation.

AWARDS

President's Award

Each year the President's Award is given to the student selected as most outstanding in scholastic achievement and leadership qualities.

Nominees are those students who have been selected from each of the various programs of study to receive the Outstanding Student Award.

Outstanding Student Award

The Outstanding Student Award is given annually to one student in each program of study who has exhibited academic excellence and has made the most significant contribution of service to the College and the community.

Citizenship Award

Recipients of the Citizenship Award are selected on the basis of campus leadership, service to fellow students, and participation in extracurricular activities.

Student Government Service Award

The Student Government Service Award is given each year by the Student Government Association to the student who has rendered the most outstanding service to his/her fellow students.

Graduation with High Honors

Graduating students who have achieved an "A" average, defined as a cumulative quality point average of 4.0, are recognized each year at graduation exercises as having graduated with high honors.

Graduation with Honors

Graduating students who have achieved a cumulative quality point average of 3.5 or higher are recognized annually at graduation exercises as having graduated with honors.

WITHDRAWAL PROCEDURE

A student who is considering withdrawal from a course(s) or from the College is strongly encouraged first to consult the instructor(s) and his/her faculty advisor.

To withdraw officially from the College, a student is required to report to a counselor or to the Office of Student Affairs. To initiate official withdrawal procedures, a student is required to complete withdrawal forms with a counselor or a staff member in the Student Affairs Office. Students who fail to complete the prescribed withdrawal procedure are considered to have withdrawn unofficially and not in good standing.

Students are permitted to officially drop a course(s) or to withdraw from the College during the first four weeks of a quarter without incurring a penalty grade.

The General Education Program is designed to provide two years of college-level general education courses and an opportunity to earn an Associate in General Education Degree. An individual may either complete a combination of general education courses and other associate degree courses totaling 25 quarter hours credit with the objective of earning the Associate in General Education Degree, or complete freshman- and/or sophomore-level courses with the intention of transferring from Johnson Community College to senior colleges and universities.

General education courses are offered at the Johnson Community College campus through affiliation with East Carolina University.

A sample outline of the program of study which satisfies the requirements of the Associate in General Education Degree is shown on the opposite page. However, alternate courses may be substituted provided the student completes a minimum of the equivalent of 9 quarter credit hours in English, 9 quarter credit hours in social sciences, and 3 quarter credit hours in mathematics or sciences.

THE CURRICULA

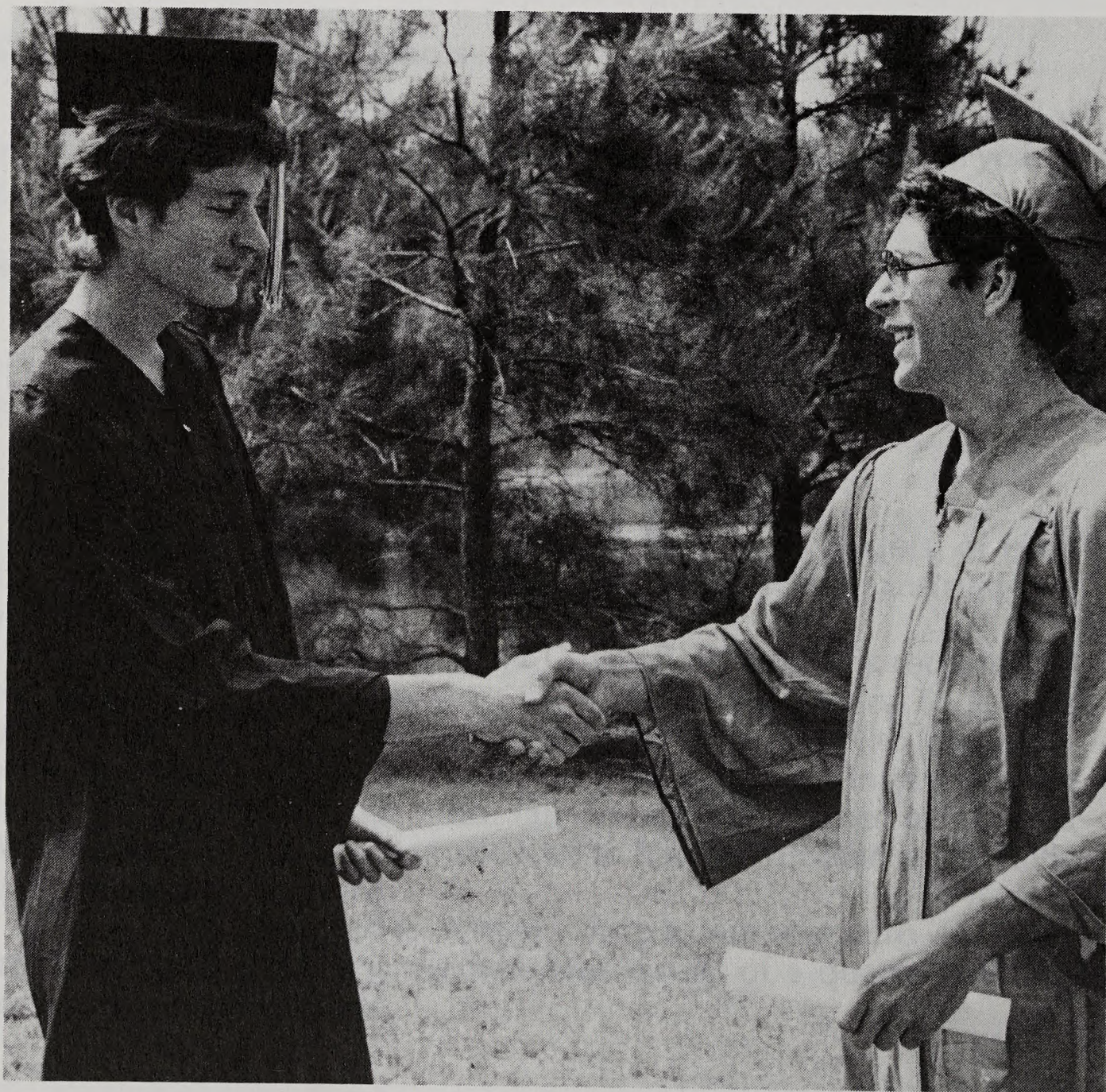
General Education
Technical
Vocational
Certificate
Guided Studies

GENERAL EDUCATION PROGRAM

The General Education Program is designed to provide two years of college-level general education courses and an opportunity to earn an Associate in General Education Degree. An individual may either complete a combination of general education courses and other associate degree courses totaling 96 quarter hours credit with the objective of earning the Associate in General Education Degree, or complete freshman- and/or sophomore-level courses with the intention of transferring from Johnston Community College to senior colleges and universities.

General Education courses are offered on the Johnston Community College campus through affiliation with East Carolina University.

A sample outline of the program of study which satisfies the requirements of the Associate in General Education Degree is shown on the opposite page. However, alternate courses may be substituted, provided the student completes a minimum of the equivalent of 9 quarter credit hours in English, 9 quarter credit hours in social sciences, and 3 quarter credit hours in mathematics or sciences.



GENERAL EDUCATION PROGRAM

G-020

Suggested Courses

			Hours Per Week		ECU Semester Hours Credit	Quarter Hours Equivalent
FIRST YEAR			Lec.	Lab		
Fall Quarter						
ORI	100	Freshman Orientation	1.0	0	0	1.5
HIS	104	World Civilizations to A.D. 1500	4.5	0	3	4.5
HEA	100	Health in Modern Society	3.0	0	2	3.0
ENG	110	Composition	4.5	0	3	4.5
PSY	106	General Psychology	4.5	0	3	4.5
			17.5	0	11	18.0
Winter Quarter						
SPH	102	Voice and Diction	3.0	0	2	3.0
SOC	110	Introduction to Sociology	4.5	0	3	4.5
HIS	105	World Civilizations Since A.D. 1500	4.5	0	3	4.5
ENG	120	Composition	4.5	0	3	4.5
			16.5	0	11	16.5
MAT	143	General College Mathematics (preparatory to MAT 163; to remove deficiency, if necessary)	6.9	0	3	4.5
Spring Quarter						
SOC	111	Modern Social Problems	4.5	0	3	4.5
MAT	163	College Algebra	6.9	0	3	4.5
ART	191	Art Appreciation	3.0	0	2	3.0
MUS	120	Music Appreciation	3.0	0	2	3.0
			17.4	0	10	15.0
SECOND YEAR						
Fall Quarter						
BIO	250	Principles of Biology	4.5	0	3	4.5
BIO	251	Principles of Biology Laboratory	0	4.5	1	1.5
POL	201	National Government	4.5	0	3	4.5
GEO	200	Earth and Man	4.5	0	3	4.5
			13.5	4.5	10	15.0
Winter Quarter						
ENG	210	Major British Writers	4.5	0	3	4.5
PHI	169	The Bible and Its Background I	4.5	0	3	4.5
PHI	100	Knowledge, Existence and Value	4.5	0	3	4.5
GEO	201	World Geography I	4.5	0	3	4.5
			18.0	0	12	18.0
Spring Quarter						
PHI	170	The Bible and Its Background II	4.5	0	3	4.5
ENG	205	Major American Writers	4.5	0	3	4.5
BIO	260	Environmental Biology	6.0	0	4	6.0
BIO	261	Environmental Biology Lab	0	4.5	1	1.5
			15.0	4.5	11	16.5

COURSE DESCRIPTIONS

GENERAL EDUCATION PROGRAM

*ECU courses numbers are indicated in parentheses.

	Hours Per Week Lec. Lab	Semester Hours Credit	Quarter Hours Equiv.
ART 191 (ART 1910) Art Appreciation		(3.0-0-2-3.0)	
An exploratory study of the visual experience intended to enhance the student's understanding and enjoyment of art. Designed for the General College student.			
Prerequisite: None.			
BIO 250 (BIOL 1050) Principles of Biology		(4.5-0-3-4.5)	
Molecular basis of biology, bioenergetics, control systems, reproduction and development, genetics, diversity, evolution, communication and behavior, ecosystems.			
Prerequisite: None.			
BIO 251 (BIOL 1051) Principles of Biology Laboratory		(0-4.5-1-1.5)	
Practical applications of biological principles.			
Corequisite: BIO 250 (BIOL 1050).			
BIO 260 (BIOL 1060) Environmental Biology		(6.0-0-4-6.0)	
A basic study of the inter-relationship of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented. May be taken by non-biology majors. This course will not satisfy the requirements for biology majors.			
BIO 261 (BIOL 1061) Environmental Biology Laboratory		(0-4.5-1-1.5)	
A laboratory or field course offered to provide a more in-depth look at habitats.			
Corequisite: BIO 260 (BIOL 1060).			
ENG 110 (ENGL 1100) Composition		(4.5-0-3-4.5)	
Essential skills of standard written English and the application of those skills in expository and analytical writing. Essays of varying length on subjects drawn from readings in essays and short fiction.			
Prerequisite: None.			
ENG 120 (ENGL 1200) Composition		(4.5-0-3-4.5)	
Introduction to the techniques of library research and the writing of research papers. Subjects for writing assignments will be drawn from readings in novels, poetry, and drama.			
Prerequisite: ENG 110 (ENGL 1100).			
ENG 210 (ENGL 2100) Major British Writers		(4.5-0-3-4.5)	
Major works of English literature.			
Prerequisite: ENG 120 (ENGL 1200).			
ENG 220 (ENGL 2200) Major American Writers		(4.5-0-3-4.5)	
Major works of American literature before World War II.			
Prerequisite: ENG 120 (ENGL 1200).			
GEO 200 (GEOG 1000) Earth and Man		(4.5-0-3-4.5)	
The major physical and cultural elements of the environment and their influence on man's activity. Recommended as basic course to the field of geography.			
Prerequisite: None.			

	Hours Per Week Lec. Lab	Semester Hours Credit	Quarter Hours Equiv.
GEO 201 (GEOG 2001) World Geography I		(4.5-0-3-4.5)	
A geographical analysis of Euraisa and Africa with particular emphasis on the development of old cultural and economic patterns.			
Prerequisite: None.			
HEA 100 (HLTH 1000) Health in Modern Society		(3.0-0-2-3.0)	
An investigation of mental, social, and physical health problems related to man's internal and external environments in technological and leisure oriented societies.			
Prerequisite: None.			
HIS 104 (HIST 1030) World Civilizations to A.D. 1500 (Formerly HIST 1040)		(4.5-0-3-4.5)	
The development of civilization from prehistory to the Reformation.			
Prerequisite: None..			
HIS 105 (HIST 1031) World Civilizations Since A.D. 1500 (Formerly HIST 1041)		(4.5-0-3-4.5)	
European civilization from the Renaissance to the present.			
Prerequisite: None.			
HIS 205 (HIST 1050) American History to 1877		(4.5-0-3-4.5)	
The history of the United States from the discovery of America in 1492 to the end of Reconstruction.			
Prerequisite: None.			
HIS 206 (HIST 1051) American History Since 1877		(4.5-0-3-4.5)	
The history of the United States from Reconstruction to the present.			
Prerequisite: None.			
MAT 143 (MATH 0045) General College Mathematics		(6.9-0-3-4.5)	
Designed to prepare the student for the traditional course in college algebra. Topics covered include sets, real numbers, algebraic expressions, fractions, linear equations, special products and factors, and graphing. (May not be used to satisfy the general education mathematics requirement for East Carolina University).			
Prerequisite: None.			
MAT 163 (MATH 1063) College Algebra		(6.9-0-3-4.5)	
Covers the usual topics: sets; linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations, the binomial theorem, and mathematical induction (May not be taken by students who have successfully completed MATH 1065).			
Prerequisite: Appropriate score on math pre-test.			
MAT 173 (MATH 1075) Plane Trigonometry		(4.5-0-3-4.5)	
Includes the topics usually covered in a plane trigonometry course with trigonometric functions and selected concepts, trigonometric identities and their applications, graphs of trigonometric functions, graphs of inverse trigonometric relations and functions, trigonometric equations and vectors.			
Prerequisite: MAT 163 (MATH 1063).			
MAT 217 (MATH 2171) Calculus I		(6.9-0-3-4.5)	
A short review of algebra and trigonometry; limits; derivatives and applications of derivatives, Newton's method; graphing of functions; conic sections, integration and applications of integration.			
Prerequisite: MAT 173 (MATH 1075).			

	Hours Per Week Lec.	Lab	Semester Hours Credit	Quarter Hours Equiv.
MUS 120 (MUSC 2208) Music Appreciation			(3.0-0-2-3.0)	
Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Musical elements, forms, stylistic features and the role of music in our society. Emphasizes development of aural awareness.				
Prerequisite: None.				
ORI 100 Freshman Orientation			(1.0-0-0-1.5)	
This course is designed to acquaint the student with the philosophy, purpose and objectives of the College, as well as the resources and regulations provided to aid the student in responding effectively in a learning environment. The content will include basic study skills and an introduction to the pertinent functional areas of the school relevant to the student, such as financial assistance, library, counseling, student activities, campus services, job placement, and continuing education.				
Prerequisite: None.				
PHI 100 (PHIL 1100) Knowledge, Existence, and Value			(4.5-0-3-4.5)	
A study of some of the basic questions about knowledge, existence, and value which have engaged philosophers, as selected from primary philosophical works, ancient through contemporary.				
Prerequisite: None.				
PHI 169 (PHIL 1691) The Bible and Its Background I			(4.5-0-3-4.5)	
Some Old Testament teachings.				
PHI 170 (PHIL 1692) The Bible and Its Background II			(4.5-0-3-4.5)	
Some New Testament teachings.				
POL 201 (POL 1010) National Government			(4.5-0-3-4.5)	
American national government with emphasis on basic concepts, structure, powers, procedures and problems.				
Prerequisite: None.				
PSY 106 (PSYC 2105) General Psychology			(4.5-0-3-4.5)	
The fundamental principles underlying human behavior.				
Prerequisite: None.				
PSY 107 (PSYC 3201) Psychology of Childhood			(4.5-0-3-4.5)	
The study of the psychological bases in the areas of growth and development of children. Brief introduction to major theories and scientific findings and their applications in the areas of learning, cognitive development, motivation, personality and social relations (including parent-child, peer, and school relations).				
Prerequisite: PSY 106 (PSYC 2105).				
SOC 110 (SOCI 2110) Introduction to Sociology			(4.5-0-3-4.5)	
The nature, concepts and principles of sociology; society, culture, socialization, groups, institutions and organizations, the class system, social change, social processes.				
Prerequisite: None.				
SOC 111 (SOCI 2111) Modern Social Problems			(4.5-0-3-4.5)	
The nature, extent, causes, and consequences of social problems in America today; the examination of methods of limiting and solving these problems.				
Prerequisite: SOC 110 (SOCI 2110).				
SPH 102 (SPCH 2001) Voice and Diction			(3.0-0-2-3.0)	
Improvements of articulation, pronunciation and delivery of simple speeches and readings.				
Prerequisite: None.				

TECHNICAL EDUCATION

THE ASSOCIATE DEGREE

As a rule, the Associate Degree is awarded upon satisfactory completion of a structured two-year college program which may be either technical or general in nature.

PURPOSE

Each two-year associate degree curriculum is designed primarily for preparing individuals for employment upon graduation. During the two-year period of study, students are required to master certain skills, develop a sound theoretical background, and broaden their general education by enrolling in related courses which include economics, communications, and human relations.

Increasingly, students completing a two-year college technical program are able to continue their education through transfer to four-year institutions. Graduates from certain two-year curricula are able to transfer the two-year degree to four year institutions, while graduates from other programs may transfer credit on an individual course basis.

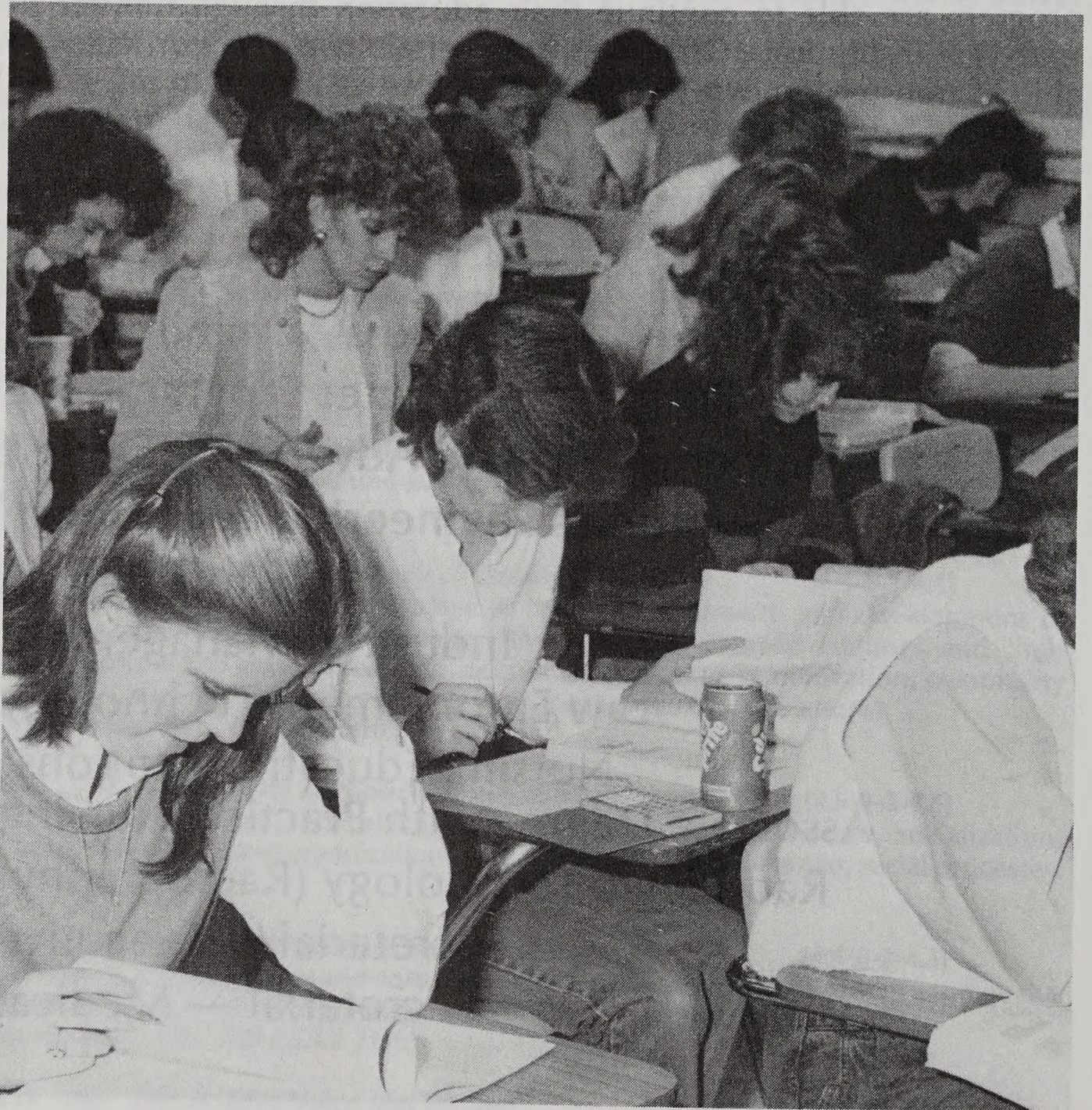
Accounting
Business Administration
Business Computer Programming
Commercial Art and Advertising Design
Electronics Engineering Technology
General Office
Industrial Management
Law Enforcement Technology
Nursing Education Options:
Associate Degree with Practical Nursing
Radiologic Technology (Radiography)
Secretarial — Executive
Secretarial — Medical

ACCOUNTING

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.



ACCOUNTING

T-016

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	3	0	3
BUS	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			17	2	18
Second Quarter					
BUS	102	Typewriting I	2	3	3
BUS	121	Accounting II	5	2	6
ENG	102	Composition II	3	0	3
ECO	102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
			13	5	15
Third Quarter					
BUS	115	Business Law I	3	0	3
BUS	122	Accounting III	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Economics II	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
Fourth Quarter					
EDP	104	Introduction to Data Processing	5	0	5
BUS	225	Cost Accounting	5	0	5
BUS	116	Business Law II	3	0	3
BUS	123	Business Finance	<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16
Fifth Quarter					
BUS	222	Intermediate Accounting	5	2	6
ENG	204	Oral Communication	3	0	3
BUS	110	Office Machines	2	2	3
EDP	216	Data Processing Application	<u>2</u>	<u>8</u>	<u>6</u>
			12	12	18
Sixth Quarter					
BUS	229	Taxes	5	0	5
BUS	223	Intermediate Accounting	5	2	6
BUS	235	Principles of Management	3	0	3
ENG	206	Written Communication	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			19	2	20
Seventh Quarter					
BUS	269	Auditing	5	0	5
BUS	227	Advanced Accounting	5	0	5
		Social Science Elective	3	0	3
EDP	205	Computerized Accounting	<u>2</u>	<u>4</u>	<u>4</u>
			15	4	17
Total			106	27	119

ACCOUNTING

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
ENG	101	Composition I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	109	Business Math	5	0	5
			<u>14</u>	<u>3</u>	<u>15</u>
Second Quarter					
BUS	120	Accounting I	5	2	6
ECO	102	Economics I	3	0	3
ENG	102	Composition II	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
Third Quarter					
BUS	121	Accounting II	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Economics II	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
Fourth Quarter					
BUS	122	Accounting III	5	2	6
BUS	115	Business Law I	3	0	3
ENG	204	Oral Communication	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
Fifth Quarter					
BUS	222	Intermediate Accounting	5	2	6
BUS	123	Business Finance	3	0	3
BUS	116	Business Law II	3	0	3
			<u>11</u>	<u>2</u>	<u>12</u>
Sixth Quarter					
BUS	223	Intermediate Accounting	5	2	6
EDP	104	Introduction to Data Processing	5	0	5
BUS	110	Office Machines	2	2	3
			<u>12</u>	<u>4</u>	<u>14</u>
Seventh Quarter					
BUS	225	Cost Accounting	5	0	5
ENG	206	Written Communications	3	0	3
BUS	235	Principles of Management	3	0	3
		Social Science Elective	3	0	3
			<u>14</u>	<u>0</u>	<u>14</u>
Eighth Quarter					
BUS	229	Taxes	5	0	5
EDP	216	Data Processing Application	2	8	6
BUS	269	Auditing	5	0	5
			<u>12</u>	<u>8</u>	<u>16</u>
Ninth Quarter					
BUS	227	Advanced Accounting	5	0	5
EDP	205	Computerized Accounting	2	4	4
		Social Science Elective	3	0	3
			<u>10</u>	<u>4</u>	<u>12</u>
Total			106	27	119

BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world — its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.



BUSINESS ADMINISTRATION

T-018

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
BUS	109	Business Math	5	0	5
ENG	101	Composition I	3	0	3
BUS	120	Accounting I	5	2	6
			17	2	18
Second Quarter					
BUS	102	Typewriting I	2	3	3
BUS	121	Accounting II	5	2	6
ENG	102	Composition II	3	0	3
ECO	102	Economics I	3	0	3
			13	5	15
Third Quarter					
BUS	115	Business Law I	3	0	3
BUS	122	Accounting III	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Economics II	3	0	3
			14	2	15
Fourth Quarter					
EDP	104	Introduction to Data Processing	5	0	5
BUS	276	Money and Banking	3	0	3
BUS	116	Business Law II	3	0	3
BUS	110	Office Machines	2	2	3
		Business Elective	3	0	3
			16	2	17
Fifth Quarter					
ENG	204	Oral Communication	3	0	3
DMK	120	Marketing	5	0	5
EDP	216	Data Processing Application	2	8	6
BUS	123	Business Finance	3	0	3
		Business Elective	3	0	3
			16	8	20
Sixth Quarter					
BUS	229	Taxes	5	0	5
BUS	235	Principles of Management	3	0	3
ENG	206	Written Communication	3	0	3
		Social Science Elective	3	0	3
BUS	232	Principles of Selling	3	0	3
			17	0	17
Seventh Quarter					
BUS	243	Advertising	4	0	4
EDP	205	Computerized Accounting	2	4	4
BUS	247	Business Insurance	3	0	3
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	3	0	3
			15	4	17
Total			108	23	119

BUSINESS ADMINISTRATION

T-018

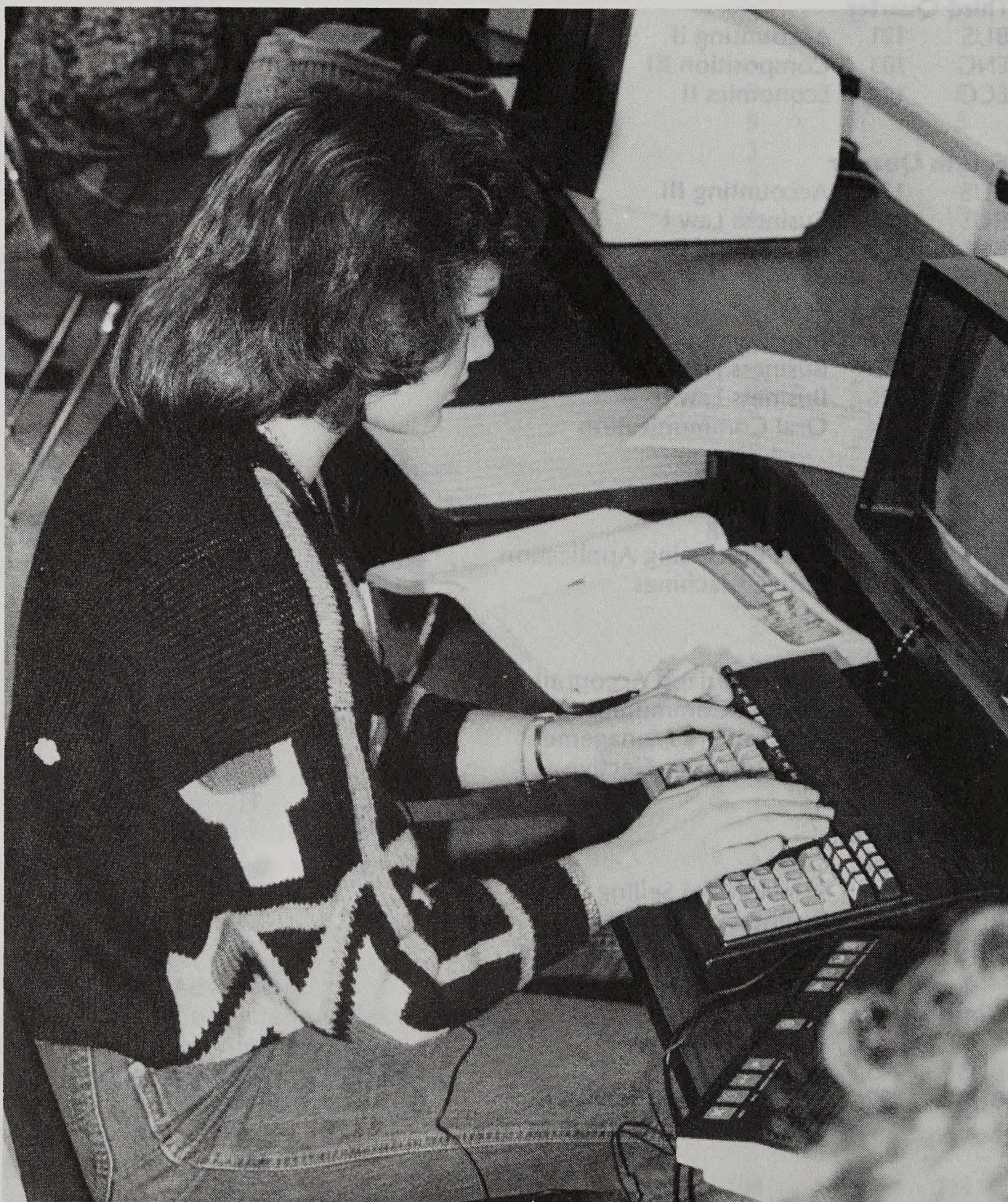
Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
ENG	101	Composition I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	109	Business Math	5	0	5
			14	3	15
Second Quarter					
BUS	120	Accounting I	5	2	6
ECO	102	Economics I	3	0	3
ENG	102	Composition II	3	0	3
			11	2	12
Third Quarter					
BUS	121	Accounting II	5	2	6
ENG	103	Composition III	3	0	3
ECO	104	Economics II	3	0	3
			11	2	12
Fourth Quarter					
BUS	122	Accounting III	5	2	6
BUS	115	Business Law I	3	0	3
BUS	276	Money and Banking	3	0	3
			11	2	12
Fifth Quarter					
EDP	104	Introduction to Data Processing	5	0	5
BUS	123	Business Finance	3	0	3
BUS	116	Business Law II	3	0	3
ENG	204	Oral Communication	3	0	3
			14	0	14
Sixth Quarter					
DMK	120	Marketing	5	0	5
EDP	216	Data Processing Application	2	8	6
BUS	110	Office Machines	2	2	3
			9	10	14
Seventh Quarter					
EDP	205	Computerized Accounting	2	4	4
ENG	206	Written Communication	3	0	3
BUS	235	Principles of Management	3	0	3
		Social Science Elective	3	0	3
			11	4	13
Eighth Quarter					
BUS	229	Taxes	5	0	5
BUS	232	Principles of Selling	3	0	3
BUS	247	Business Insurance	3	0	3
		Business Elective	3	0	3
			14	0	14
Ninth Quarter					
		Business Elective	3	0	3
BUS	243	Advertising	4	0	4
BUS	272	Principles of Supervision	3	0	3
		Social Science Elective	3	0	3
			13	0	13
Total			108	23	119

BUSINESS COMPUTER PROGRAMMING

The primary objective of the Business Data Processing curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs such as computer programmer, computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.



BUSINESS COMPUTER PROGRAMMING

T-022

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
EDP	104	Introduction to Data Processing	5	0	5
BUS	109	Business Math	5	0	5
BUS	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			16	2	17
Second Quarter					
EDP	109	Basic Language Programming I	2	4	4
BUS	121	Accounting II	5	2	6
ENG	101	Composition I	3	0	3
BUS	102	Typewriting I	<u>2</u>	<u>3</u>	<u>3</u>
			12	9	16
Third Quarter					
BUS	115	Business Law I	3	0	3
BUS	122	Accounting III	5	2	6
ECO	102	Economics I	3	0	3
EDP	110	Basic Language Programming II	<u>2</u>	<u>4</u>	<u>4</u>
			13	6	16
Fourth Quarter					
EDP	111	Business Programming (COBOL I)	4	3	5
BUS	225	Cost Accounting	5	0	5
BUS	116	Business Law II	3	0	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			15	3	16
Fifth Quarter					
EDP	112	Business Programming (COBOL II)	4	3	5
		Social Science Elective	3	0	3
ECO	104	Economics II	3	0	3
ENG	103	Composition III	3	0	3
EDP	208	Fundamentals of RPG II	<u>3</u>	<u>2</u>	<u>4</u>
			16	5	18
Sixth Quarter					
EDP	219	Introduction to Systems and Procedures	3	2	4
EDP	207	Business Programming (COBOL III)	4	3	5
ENG	206	Written Communication	3	0	3
		Social Science Elective	3	0	3
BUS	235	Principles of Management	<u>3</u>	<u>0</u>	<u>3</u>
			16	5	18
Seventh Quarter					
EDP	216	Data Processing Application	2	8	6
EDP	205	Computerized Accounting	2	4	4
ENG	204	Oral Communication	3	0	3
BUS	272	Principles of Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			10	12	16
Total			98	42	117

BUSINESS COMPUTER PROGRAMMING

T-022

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
EDP	104	Introduction to Data Processing	5	0	5
BUS	109	Business Math	5	0	5
BUS	102	Typewriting I	<u>2</u>	<u>3</u>	<u>3</u>
			13	3	14
Second Quarter					
BUS	120	Accounting I	5	2	6
EDP	109	Basic Language Programming I	<u>2</u>	<u>4</u>	<u>4</u>
			7	6	10
Third Quarter					
BUS	121	Accounting II	5	2	6
EDP	110	Basic Language Programming II	<u>2</u>	<u>4</u>	<u>4</u>
			7	6	10
Fourth Quarter					
BUS	122	Accounting III	5	2	6
ECO	102	Economics I	3	0	3
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			11	2	12
Fifth Quarter					
ECO	104	Economics II	3	0	3
ENG	102	Composition II	3	0	3
EDP	111	Business Programming (COBOL I)	<u>4</u>	<u>3</u>	<u>5</u>
			10	3	11
Sixth Quarter					
EDP	112	Business Programming (COBOL II)	4	3	5
BUS	115	Business Law I	3	0	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			10	3	11
Seventh Quarter					
EDP	207	Business Programming (COBOL III)	4	3	5
BUS	116	Business Law II	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			10	3	11
Eighth Quarter					
BUS	225	Cost Accounting	5	0	5
EDP	205	Computerized Accounting	2	4	4
EDP	208	Fundamentals of RPG II	<u>3</u>	<u>2</u>	<u>4</u>
			10	6	13
Ninth Quarter					
EDP	219	Introduction to Systems & Procedures	3	2	4
BUS	272	Principles of Supervision	3	0	3
BUS	235	Principles of Management	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	2	13
Tenth Quarter					
EDP	216	Data Processing Application	2	8	6
ENG	204	Oral Communication	3	0	3
ENG	206	Written Communication	<u>3</u>	<u>0</u>	<u>3</u>
			8	8	12
Total			98	42	117

COMMERCIAL ART AND ADVERTISING DESIGN

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography, design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.



COMMERCIAL ART AND ADVERTISING DESIGN

T-070

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours
First Quarter					Credit
ORI	100	Freshman Orientation	1	0	1
CAT	121	Principles of Design	1	9	4
CAT	107	Fundamentals of Drawing	1	3	2
CAT	215	Typography and Lettering	2	3	3
ART	201	Art Survey	3	0	3
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
Second Quarter					
CAT	126	General Design	1	9	4
CAT	105	Life Drawing	1	4	3
CAT	216	Typography and Typesetting	2	2	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			7	15	13
Third Quarter					
CAT	127	Advertising Design	2	8	6
CAT	106	Figure Drawing	2	3	3
CAT	108	Perspective Drawing	2	4	3
CAT	231	Acrylic Painting	<u>3</u>	<u>3</u>	<u>4</u>
			9	18	16
Fourth Quarter					
PHO	116	Basic Photography	2	3	3
CAT	109	Drawing	1	3	2
CAT	110	Industrial Illustration	2	3	3
BUS	102	Typewriting I	2	3	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			10	12	14
Fifth Quarter					
CAT	227	Publication Design	1	9	4
PHO	108	Darkroom Basics	2	3	3
CAT	220	Advertising Production	1	3	2
			<u>5</u>	<u>0</u>	<u>5</u>
			9	15	12
Sixth Quarter					
CAT	228	Corporate Design	1	9	4
					3
CAT	214	Advanced Rendering Techniques	1	4	3
BUS	109	Business Math	5	0	5
CAT	200	Portfolio	<u>1</u>	<u>3</u>	<u>2</u>
			8	16	17
Seventh Quarter					
CAT	229	Specialty Design	2	8	6
CAT	212	Marker Illustration	1	3	2
CAT	212	Printmaking I	0	6	3
			<u>3</u>	<u>0</u>	<u>3</u>
			6	17	14
Eighth Quarter					
CAT	218	Advanced Rendering Techniques II	2	8	6
CAT	201	Portfolio Review	0	2	1
					3
			<u>3</u>	<u>0</u>	<u>3</u>
ENG	204	Oral Communication	5	10	13

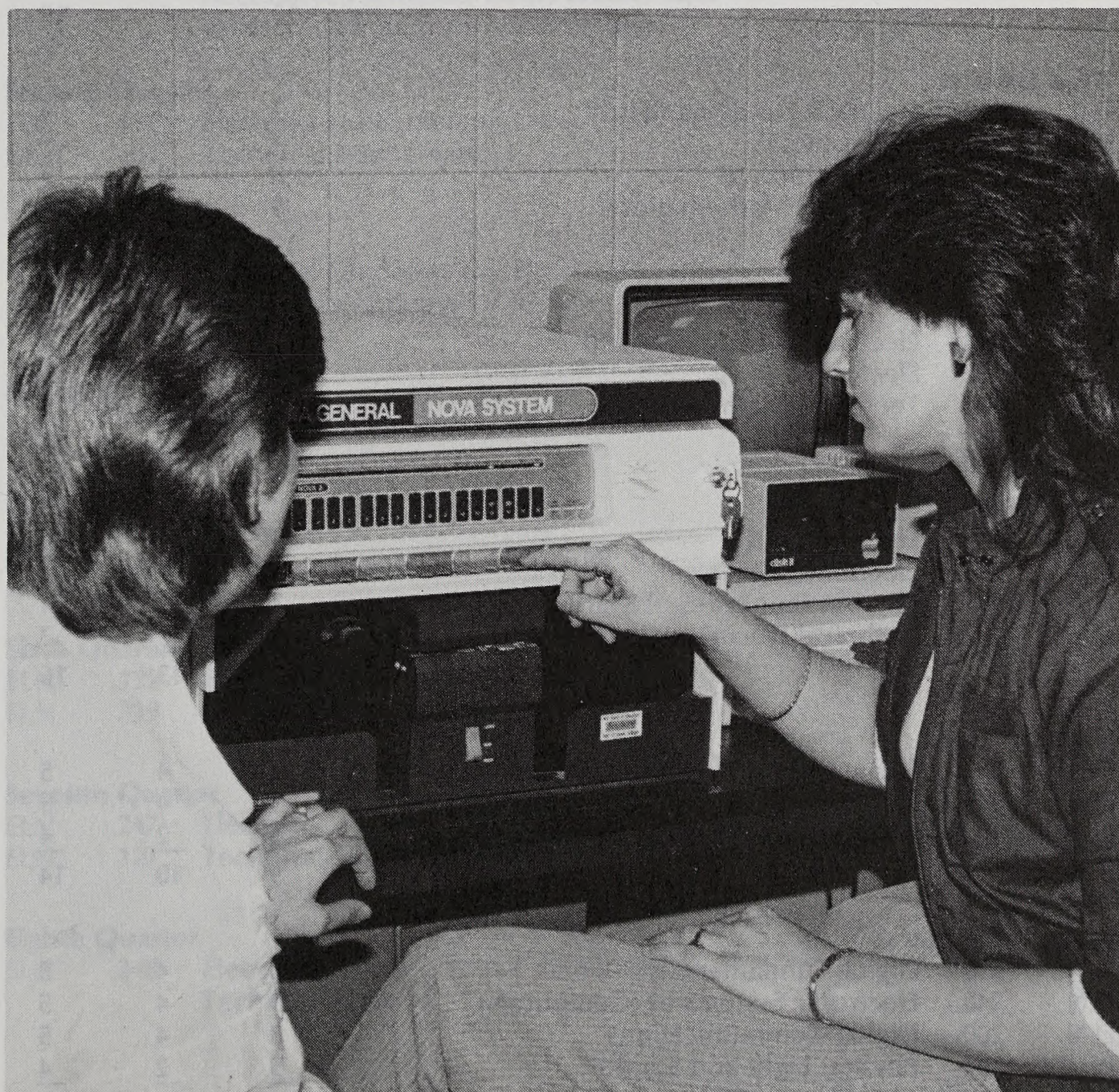
ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

SUPPLEMENTAL INFORMATION

Applicants who have not taken the necessary high school algebra courses or who need to strengthen their background in algebra may be granted provisional admission. Under these conditions the student is required to remove the mathematics deficiency in order to continue in the program. Full admission is contingent upon satisfactory completion of MAT 143 — General College Mathematics.



ELECTRONICS ENGINEERING TECHNOLOGY

T-045

Curriculum by Quarters

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
ENG	204	Oral Communication	3	0	3
ENG	101	Composition I	3	0	3
EGR	105	Computer Fundamentals I	1	4	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13
MAT	143	General College Mathematics (Preparatory to remove deficiency, if necessary. 3 semester hours credit: equivalency - 4.5 quarters hours credit)			
Second Quarter					
ELC	112	Electrical Fundamentals I	2	6	4
ENG	102	Composition II	3	0	3
MAT	101	Technical Mathematics	5	0	5
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	15
Third Quarter					
ELC	113	Electrical Fundamentals II	2	6	4
ELN	121	Electronics I	3	6	5
ENG	103	Composition III	3	0	3
MAT	102	Technical Mathematics II	<u>5</u>	<u>0</u>	<u>5</u>
			13	12	17
Fourth Quarter					
ELC	114	Electrical Fundamentals III	3	2	4
ELN	122	Electronics II	3	6	5
MAT	103	Technical Mathematics III	<u>5</u>	<u>0</u>	<u>5</u>
			11	8	14
Fifth Quarter					
ELN	123	Electronics III	3	4	5
ELN	241	Electronic Systems I	3	4	5
PHY	101	Physics: Properties of Matter	3	2	4
ELN	127	Technical Documentation	<u>1</u>	<u>3</u>	<u>2</u>
			10	13	16
Sixth Quarter					
ELN	218	Pulse, Logic and Digital Circuits	3	4	5
ELN	247	Electronic Systems II (Computers)	3	4	5
PHY	102	Physics: Work, Energy, Power	<u>3</u>	<u>2</u>	<u>4</u>
			9	10	14
Seventh Quarter					
ELN	219	Digital Fundamentals	3	4	5
ELN	248	Electronic Systems III (Computers)	3	4	5
ELN	260	Digital Communications	3	4	5
PHY	104	Physics: Light and Sound	<u>3</u>	<u>2</u>	<u>4</u>
			12	14	19

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
Eighth Quarter					
ELN	256	Advanced Microcomputer System Analysis	3	4	5
ELN	257	Circuit Design	2	4	4
MAT	202	Applied Statistics	3	0	3
		Technical Elective			<u>3</u>
			8	8	15
Total			87	75	123

ELECTRONICS ENGINEERING TECHNOLOGY (Evening Certificate Program)

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
EGR	105	Computer Fundamentals I	<u>1</u>	<u>4</u>	<u>3</u>
			2	4	4
MAT	143	General College Mathematics (Preparatory to remove dificiency, if necessary. 3 semester hours credit: equi- valency - 4.5 quarters hours credit)			
Second Quarter					
ELC	112	Electrical Fundamentals I	2	6	4
MAT	101	Technical Mathematics I	<u>5</u>	<u>0</u>	<u>5</u>
			7	6	9
Third Quarter					
ELC	113	Electrical Fundamentals II	2	6	4
MAT	102	Technical Mathematics II	<u>5</u>	<u>0</u>	<u>5</u>
			7	6	9
Fourth Quarter					
ELC	114	Electrical Fundamentals III	<u>3</u>	<u>2</u>	<u>4</u>
			3	2	4
Fifth Quarter					
ELN	121	Electronics I	3	6	5
ELN	218	Pulse, Logic and Digital Circuits	<u>3</u>	<u>4</u>	<u>5</u>
			6	10	10
Sixth Quarter					
ELN	122	Electronics II	3	6	5
ELN	219	Digital Fundamentals	<u>3</u>	<u>4</u>	<u>5</u>
			6	10	10
Seventh Quarter					
ELN	247	Electronic Systems II (Computers)	3	4	5
ELN	127	Technical Documentation	<u>1</u>	<u>3</u>	<u>2</u>
			4	7	7
Eighth Quarter					
ELN	248	Electronic Systems III (Computers)	3	4	5
		Technical Elective			<u>3</u>
			3	4	8
Total			38	49	61

GENERAL OFFICE

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest need.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.



GENERAL OFFICE

T-033

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	102	Typewriting I	2	3	3
BUS	109	Business Math	5	0	5
BUS	183E	Terminology & Vocabulary	3	0	3
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			14	3	15
Second Quarter					
BUS	101	Introduction to Business	3	0	3
BUS	103	Typewriting II	2	3	3
BUS	120	Accounting I	5	2	6
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			13	5	15
Third Quarter					
BUS	115	Business Law I	3	0	3
BUS	104	Typewriting III	2	3	3
ECO	102	Economics I	3	0	3
BUS	121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
			13	5	15
Fourth Quarter					
EDP	205	Computerized Accounting	2	4	4
BUS	270	Word Processing Concepts	3	0	3
BUS	116	Business Law II	3	0	3
EDP	104	Introduction to Data Processing	5	0	5
BUS	271	Office Management	<u>3</u>	<u>0</u>	<u>3</u>
			16	4	18
Fifth Quarter					
BUS	110	Office Machines	2	2	3
BUS	273	Word Processing Applications	3	2	4
ENG	103	Composition III	3	0	3
BUS	112	Records Management	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	4	16
Sixth Quarter					
BUS	212E	Machine Transcription I	2	3	3
BUS	229	Taxes	5	0	5
BUS	205	Advanced Typewriting	2	3	3
ENG	206	Written Communication	3	0	3
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	6	17
Seventh Quarter					
BUS	213	Office Procedures	3	2	4
ENG	204	Oral Communication	3	0	3
BUS	272	Principles of Supervision	3	0	3
BUS	220E	Machine Transcription II	<u>2</u>	<u>3</u>	<u>3</u>
			11	5	13
Total			96	32	109

GENERAL OFFICE

T-033

Arrangement For Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	101	Introduction to Business	3	0	3
ENG	101	Composition I	3	0	3
BUS	102	Typewriting I	2	3	3
BUS	109	Business Math	<u>5</u>	<u>0</u>	<u>5</u>
			14	3	15
Second Quarter					
BUS	103	Typewriting II	2	3	3
BUS	183E	Terminology & Vocabulary	3	0	3
BUS	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			10	5	12
Third Quarter					
BUS	121	Accounting II	5	2	6
BUS	104	Typewriting III	2	3	3
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			10	5	12
Fourth Quarter					
BUS	115	Business Law I	3	0	3
ECO	102	Economics I	3	0	3
EDP	205	Computerized Accounting	2	4	4
BUS	270	Word Processing Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13
Fifth Quarter					
BUS	116	Business Law II	3	0	3
BUS	273	Word Processing Concepts & Applications	3	2	4
EDP	104	Introduction to Data Processing	5	0	5
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>3</u>
			14	2	15
Sixth Quarter					
BUS	110	Office Machines	2	2	3
BUS	205	Advanced Typewriting	2	3	3
ENG	103	Composition III	3	0	3
BUS	212E	Machine Transcription I	<u>2</u>	<u>3</u>	<u>3</u>
			9	8	12
Seventh Quarter					
ENG	206	Written Communication	3	0	3
BUS	112	Records Management	3	0	3
		Social Science Elective	3	0	3
BUS	220E	Machine Transcription II	<u>2</u>	<u>3</u>	<u>3</u>
			11	3	12
Eighth Quarter					
BUS	229	Taxes	5	0	5
BUS	271	Office Management	<u>3</u>	<u>0</u>	<u>3</u>
			8	0	8
Ninth Quarter					
BUS	272	Principles of Supervision	3	0	3
BUS	213	Office Procedures	3	2	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10
Total			96	32	109

INDUSTRIAL MANAGEMENT

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

INDUSTRIAL MANAGEMENT

T-049

Curriculum by Quarters Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
ENG	101	Composition I	3	0	3
BUS	100	Introduction to Business	3	0	3
EDP	104	Introduction to Data Processing	5	0	5
			<u>12</u>	<u>0</u>	<u>12</u>
Second Quarter					
ENG	102	Composition II	3	0	3
ISC	102	Industrial Safety	3	0	3
ECO	102	Economics	3	0	3
MAT	100	Essentials of Math	5	0	5
			<u>14</u>	<u>0</u>	<u>14</u>
Third Quarter					
ENG	104	Economics	3	0	3
DMK	120	Marketing	5	0	5
BUS	282	Business Statistics	5	0	5
			<u>13</u>	<u>0</u>	<u>13</u>
Fourth Quarter					
BUS	201	Human Relations in the Organization	3	0	3
ENG	103	Composition II	3	0	3
PSY	206	Applied Psychology	3	0	3
		Social Science Elective	3	0	3
			<u>12</u>	<u>0</u>	<u>12</u>
Fifth Quarter					
ISC	120	Principles of Industrial Management	5	0	5
ISC	213	Production Planning	4	0	4
EDP	109	Basic Language Programming I	2	4	4
			<u>11</u>	<u>4</u>	<u>13</u>

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
Sixth Quarter					
EDP	216	Data Processing Applications	2	8	6
ISC	209	Plant Layout	<u>3</u>	<u>2</u>	<u>4</u>
			5	10	10
Seventh Quarter					
ISC	211	Work Measurement	5	3	7
ISC	210	Job Analysis and Evaluation	3	2	4
ISC	207	Foreman Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			11	5	14
Eighth Quarter					
BUS	120	Accounting I	5	2	6
ISC	220	Management Problems	<u>5</u>	<u>0</u>	<u>5</u>
			10	2	11
Ninth Quarter					
ISC	202	Quality Control	3	2	4
ISC	204	Value Analysis	3	0	3
		Social Science Elective	3	0	3
		Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	2	13
Total			110	23	112

LAW ENFORCEMENT TECHNOLOGY

The Law Enforcement Technology curriculum prepares individuals for a career in the law enforcement services occupations and other allied occupations. Law Enforcement occupations require a thorough understanding of criminal behavior, criminal investigation, interpersonal communications, law, patrol operations, psychology, sociology, criminology and other aspects of law enforcement administration and operations.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and abilities acquired in this course of study qualifies the individual for job opportunities with private enterprise in such areas as industrial, retail and private security.

LAW ENFORCEMENT TECHNOLOGY

T-064

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
ENG	101	Composition I	3	0	3
LET	101	Introduction to Police Science	5	0	5
PSY	102	Principles of Psychology	<u>5</u>	<u>0</u>	<u>5</u>
			14	0	14
Second Quarter					
ENG	102	Composition II	3	0	3
MAT	100	Essentials of Math	5	0	5
LET	115	Criminal Law I	<u>5</u>	<u>0</u>	<u>5</u>
			13	0	13
Third Quarter					
ENG	103	Composition III	3	0	3
CHE	101	Chemistry	4	2	5
LET	225	Constitutional Law	<u>5</u>	<u>0</u>	<u>5</u>
			12	2	13
Fourth Quarter					
ENG	204	Oral Communication	3	0	3
SOC	102	Principles of Sociology	5	0	5
LET	110	Crime and Delinquency	<u>5</u>	<u>0</u>	<u>5</u>
			13	0	13
Fifth Quarter					
POL	102	The National Government	5	0	5
LET	220	Organization & Police Administration	5	0	5
LET	202	Community Police Relations	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
Sixth Quarter					
POL	103	State and Local Government	5	0	5
		Elective	5	0	5
LET	205	Criminal Evidence & Procedure	5	0	5
			15	0	15
Seventh Quarter					
LET	210	Criminal Investigation I	5	0	5
		Technical Elective	5	0	5
PSY	103	Adolescent Psychology	5	0	5
			15	0	15
Eighth Quarter					
LET	232	Patrol Operations	5	0	5
LET	222	Criminology	5	0	5
LET	226	Substance Abuse	5	0	5
LET	228	Special Topics Seminar	3	0	3
			18	0	18
Total					116

NURSING EDUCATION OPTIONS: ASSOCIATE DEGREE WITH PRACTICAL NURSING

The Nursing Education Options: Associate Degree with Practical Nursing is a unique nursing curriculum designed to prepare graduates to practice as a practical nurse (LPN) or a registered nurse (RN). Students who choose to exit after the first four (4) quarters have received fundamental preparation in nursing enabling them to be eligible to take the licensing examination (NCLEX-PN) required for practice as a Licensed Practical Nurse. Graduates of the second year have developed the knowledge and skills which will enable them to be eligible to take the licensing examination (NCLEX-RN) required to practice as a Registered Nurse. Licensed Practical Nurses who meet specific criteria may also enter this program with advanced credits toward the Associate of Applied Science Degree.

The first year graduate possesses a sound basic knowledge of nursing theory and proficiency in fundamental nursing skills. The graduate may provide care and treatment to selected patients under the supervision of a registered nurse or physician. The practical nurse graduate is prepared specifically to: (1) participate in assessing the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) participate in implementing the health care plan; (4) reinforce the teaching and counseling of a registered nurse, physician, or dentist; and (5) record and report the nursing care rendered and the patient's response to that care.

The graduate of the second year is prepared to carry out nursing measures as well as medically delegated procedures utilizing the principles and theories of nursing and the sciences. The associate degree graduate is prepared to: (1) assess the patient's physical and mental health; (2) record and report the results of the nursing assessment; (3) plan, initiate and deliver and evaluate appropriate nursing acts; (4) teach, delegate to or supervise other personnel in implementing the treatment regimen; (5) collaborate with other health care providers in determining the appropriate health care for a patient; (6) implement the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; (7) provide teaching and counseling about the patient's health care; (8) report and record the plan for care, nursing care given, and the patient's response to that care; and (9) supervise, teach and evaluate those who perform or are preparing to perform nursing functions.

SUPPLEMENTAL INFORMATION

The primary facilities for clinical experience for Johnston Community College students include Johnston Memorial Hospital, Wayne Memorial Hospital, Raleigh Community Hospital, Holly Hill Hospital, Sampson Memorial Hospital, and, Betsy Johnson Hospital. Students will be rotated throughout the various clinical areas with some 3-9 p.m. and 3-11 p.m. experiences being scheduled.

The program begins in the Summer quarter, and students electing to complete only the first level will exit at the end of the fourth quarter. The eighth quarter is only five and one-half weeks in length. Because many of the courses are taught in sequence, it is inadvisable to omit any quarter and plan to re-enter the program.

Applicants who have been accepted for admission to Nursing Education Options are required to submit the completed Report of Health Evaluation form supplied by the College. This report is to be based on a physical examination conducted by a physician and must be submitted prior to the date of the student's initial registration in the program.

NURSING EDUCATION OPTIONS

T-116

Curriculum by Quarters

FIRST LEVEL			Hours Per Week			Quarter
			Lec.	Lab	Clin.	Hours Credit
First Quarter — Summer						
NUR	101	Fundamentals of Nursing	5	6	0	8
BIO	102	Anatomy & Physiology I	4	2	0	5
PSY	106	General Psychology	4.5	0	0	4.5
NUR	106	Basic Nutrition	3	0	0	3
			<u>16.5</u>	<u>8</u>	<u>0</u>	<u>20.5</u>
Second Quarter — Fall						
NUR	103	Medical-Surgical Nursing I	5	2	0	6
NUR	103P	Medical-Surgical Nursing I Clinical	0	0	12	4
PSY	118	Growth and Development	3	0	0	3
BIO	103	Anatomy & Physiology II	4	2	0	5
			<u>12</u>	<u>4</u>	<u>12</u>	<u>18</u>
Third Quarter — Winter						
NUR	102	Maternal Child Nursing I or				
NUR	104	Medical-Surgical Nursing II	7	0	0	7
NUR	102P	Maternal Child Nursing I Clinical or				
NUR	104P	Medical-Surgical Nursing II Clinical	0	0	12	4
NUR	107	Pharmacology	3	0	0	3
BIO	104	Anatomy & Physiology III	4	2	0	5
			<u>14</u>	<u>2</u>	<u>12</u>	<u>19</u>
NUR	100	Orientation to Nursing (Required course for L.P.N.'s advanced placement into Third or Fourth Quarter. No credit in curriculum is earned.)				

			Hours Per Week			Quarter
			Lec.	Lab	Clin.	Hours Credit
Fourth Quarter — Spring						
NUR	102	Maternal Child Nursing I				
		or				
NUR	104	Medical-Surgical Nursing II	7	0	0	7
NUR	102P	Maternal Child Nursing I Clinical				
		or				
NUR	104P	Medical-Surgical Nursing II Clinical	0	0	12	4
NUR	105	Seminar	3	0	0	3
ENG	110	Composition (exiting students only)	4.5	0	0	4.5
BIO	206	Microbiology (For Prospective Second Level Students)	3	2	0	4
			13-14.5	0-2	12	18-18.5
		First Level Totals (Minimum)	55.5	14	36	75.5
		(Maximum)	57	16	36	76
SECOND LEVEL						
Fifth Quarter — Summer						
NUR	203	Medical-Surgical Nursing III	7	0	0	7
NUR	203P	Medical-Surgical Nursing III Clinical	0	0	12	4
ENG	110	Composition	4.5	0	0	4.5
PSY	226	Abnormal Psychology	3	0	0	3
			14.5	0	12	18.5
Sixth Quarter — Fall						
NUR	202	Maternal Child Nursing II				
		or				
NUR	206	Psychiatric Nursing	6	0	0	6
NUR	202P	Maternal Child Nursing II Clinical				
		or				
NUR	206P	Psychiatric Nursing Clinical	0	0	12	4
ENG	120	Composition	4.5	0	0	4.5
SPH	102	Voice & Diction	3	0	0	3
			13.5	0	12	17.5
Seventh Quarter — Winter						
NUR	202	Maternal Child Nursing II				
		or				
NUR	206	Psychiatric Nursing	6	0	0	6
NUR	202P	Maternal Child Nursing II Clinical				
		or				
NUR	206P	Psychiatric Nursing Clinical	0	0	12	4
		Elective	3	0	0	3
SOC	110	Introduction to Sociology	4.5	0	0	4.5
			13.5	0	12	17.5
Eighth Quarter — Spring (5½ weeks)						
NUR	207	Nursing Problems	6	0	0	3
NUR	207P	Nursing Practicum	0	0	18	3
			6	0	18	6
		Second Level Totals	47.5	0	54	59.5
		Program Totals				
		Minimum	103	21	90	135
		Maximum	104.5	21	90	138

RADIOLOGIC TECHNOLOGY (Radiography)

The Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers. The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by: (1) Applying knowledge of the principles of radiation protection for the patient, self and others; (2) Applying knowledge of anatomy, positioning and techniques to accurately demonstrate anatomical structures on a radiograph; (3) Determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; (4) Examining radiographs for the purpose of evaluating technique, positioning and other pertinent technical qualities; (5) Exercising discretion and judgment in the performance of medical imaging procedures; (6) Providing patient care essential to radiologic procedures; and (7) Recognizing emergency patient conditions and initiating life saving first aid.

Graduates may be employed in Radiology departments in hospitals, clinics, physician's offices, research and medical laboratories, federal and state agencies and industry.

Graduates are eligible to take the national examination given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers.

Individuals desiring a career in radiologic technology should take courses in Biology, Algebra and Chemistry and/or Physics prior to entering the program.

SUPPLEMENTAL INFORMATION

The Radiologic Technology program is taught on the campus of Johnston Community College, with the clinical phase of instruction being taught at Johnston Memorial, Sampson Memorial, and Wayne Memorial Hospitals. While in training, the student will be expected to work evenings and weekends periodically at any one of the affiliated hospitals. The clinical work schedule may not always coincide with the published school calendar. A minimum grade of "C" on each course beginning with the prefix RDT-C is required for clinical progression.

Applicants who have been accepted for admission to Radiologic Technology are required to submit the completed Report of Health Evaluation form supplied by the College. This report is to be based on a physical examination conducted by a physician and must be submitted not later than 30 days prior to the date of the student's initial registration in the program.

To be eligible to sit for the Registry Examination, the American Registry of Radiologic Technologists requires that students must have successfully completed an approved Radiologic Technology program which extends over a minimum period of twenty-four calendar months. To comply with this requirement, the schedule for clinical

experiences will extend beyond the published ending date for the eighth quarter.

The Radiologic Technology program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

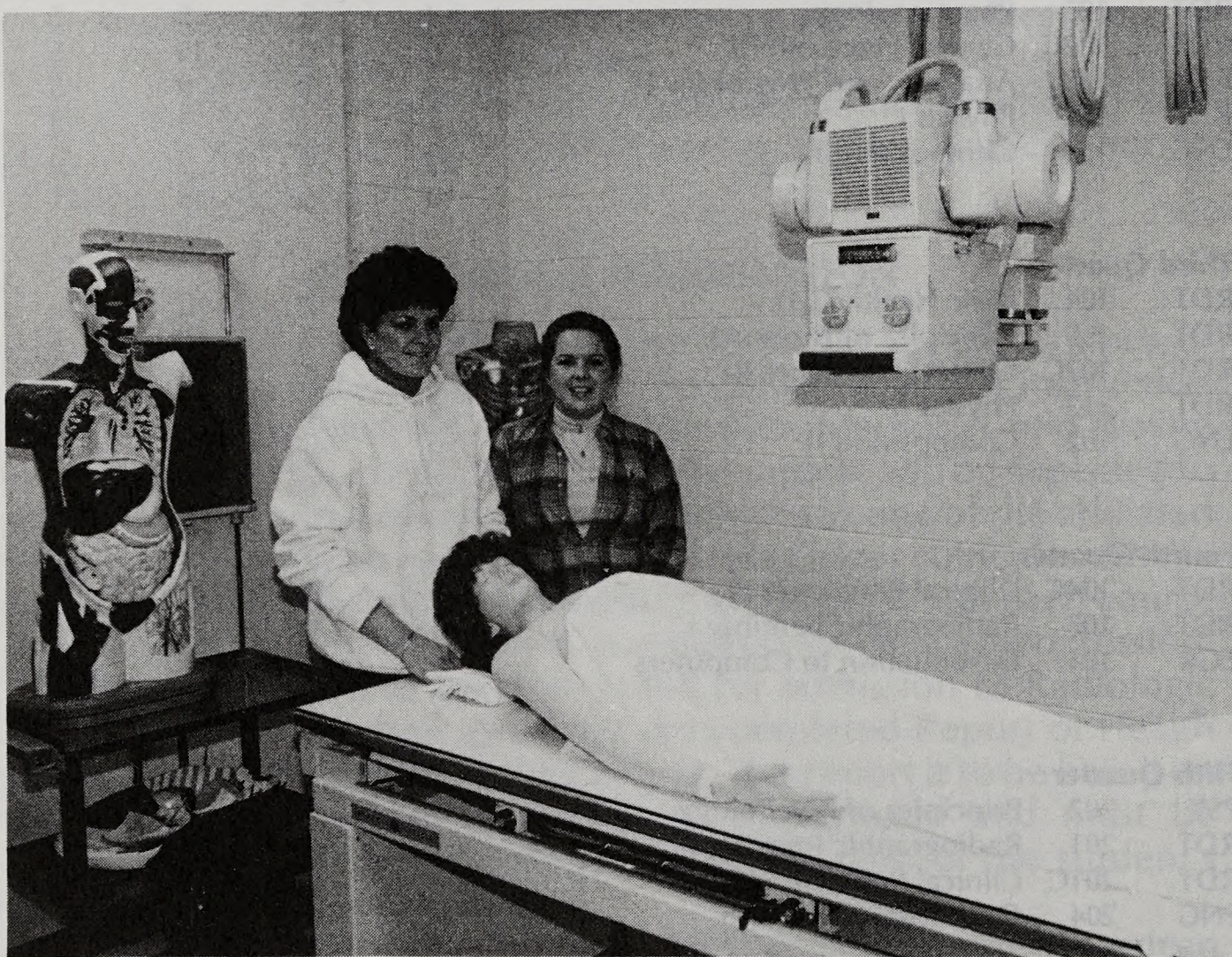
RADIOLOGIC TECHNOLOGY (Radiography)

T-061

Curriculum by Quarters

			Hours Per Week			Quarter
			Lec.	Lab	Clin.	Hours Credit
First Quarter						
RDT	100	Medical Terminology	2	0	0	2
RDT	101	Orientation, Radiation Protection, and Professional Ethics	3	0	0	3
RDT	102	Radiographic Techniques	5	2	0	6
RDT	101C	Clinical Practicum I	0	0	9	3
BIO	108	Anatomy and Physiology I	3	2	0	4
MAT	105	College Mathematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	4	9	21
Second Quarter						
RDT	103	Pharmacology	4	2	0	5
RDT	102C	Clinical Practicum II	0	0	15	5
BIO	109	Anatomy and Physiology II	4	2	0	5
RDT	111	Physics I	2	2	0	3
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			13	6	15	21
Third Quarter						
RDT	104	Basic Health Care	1	2	0	2
RDT	105	Principles of Exposure	4	2	0	5
RDT	103C	Clinical Practicum III	0	0	15	5
RDT	112	Physics II	4	2	0	5
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	6	15	20
Fourth Quarter						
RDT	104C	Clinical Practicum IV	0	0	30	10
RDT	107	Radiographic Seminar I	1	0	0	1
EGR	104	Introduction to Computers	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			2	2	30	13
Fifth Quarter						
PSY	102	Principles of Psychology	5	0	0	5
RDT	201	Radiographic Imaging I	3	2	0	4
RDT	201C	Clinical Practicum V	0	0	24	8
ENG	204	Oral Communication	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	2	24	20
Sixth Quarter						
ENG	103	Report Writing	3	0	0	3
RDT	202	Special Radiographic Procedures	3	0	0	3
RDT	203	Radiographic Imaging II	4	0	0	4
RDT	202C	Clinical Practicum VI	<u>0</u>	<u>0</u>	<u>24</u>	<u>8</u>
			10	0	24	18

			Hours Per Week			Quarter
			Lec.	Lab	Clin.	Hours Credit
Seventh Quarter						
BIO	208	Introduction to the Study of Disease	3	0	0	3
RDT	205	Radiobiology	2	0	0	2
RDT	203C	Clinical Practicum VII	0	0	24	8
SOC	101	Sociology I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			8	0	24	16
Eighth Quarter						
RDT	204	Quality Assurance	1	0	0	1
RDT	204C	Clinical Practicum VIII	0	0	30	10
RDT	207	Radiographic Seminar II	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			6	0	30	16
						145 Credits
EGR	104	Introduction to Computers (Technical Elective)				



SECRETARIAL — EXECUTIVE

The purposes of the Secretarial — Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

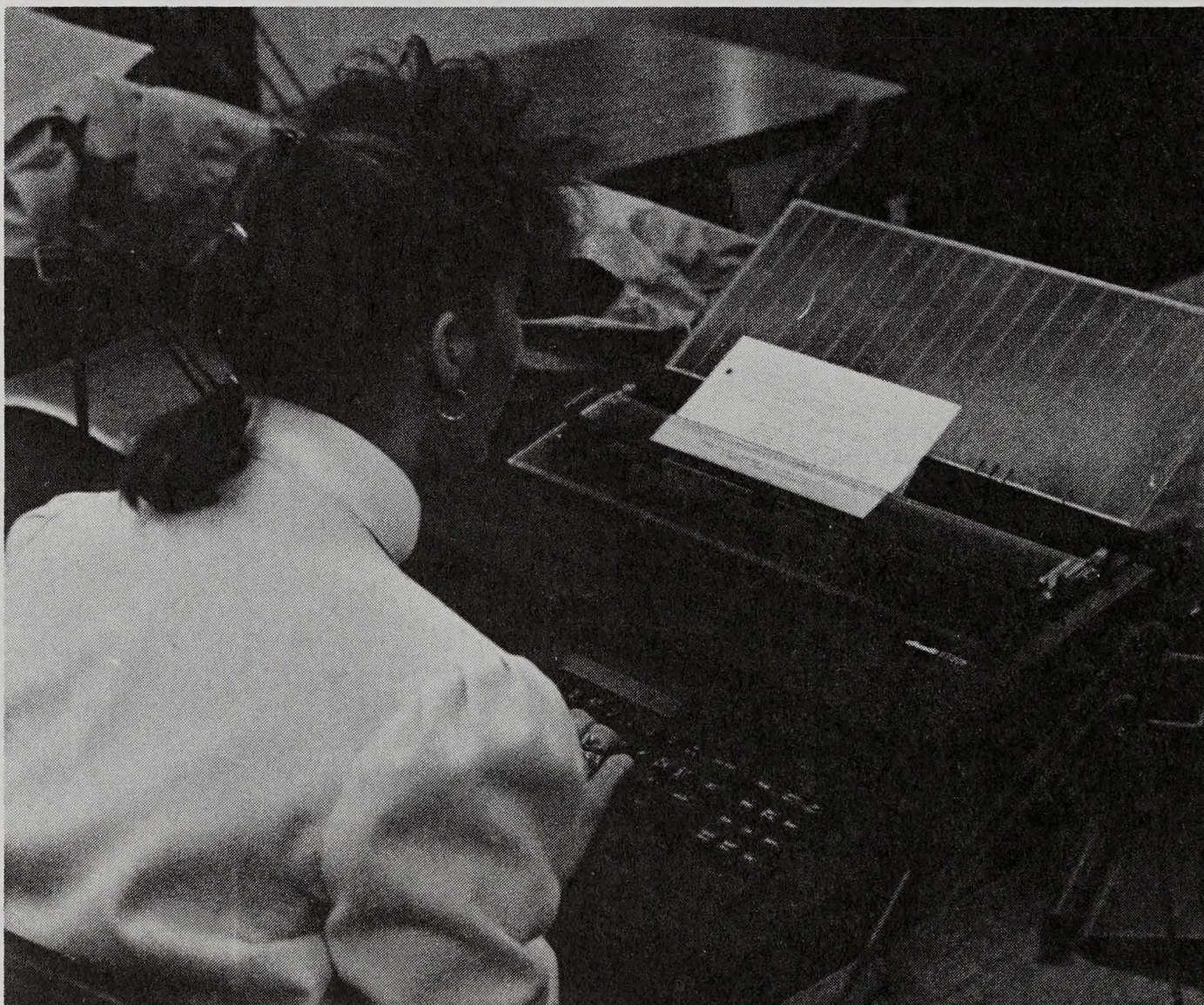
SECRETARIAL — EXECUTIVE

T-030

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	100	Freshman Orientation	1	0	1
BUS	102	Typewriting I	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	109	Business Math	5	0	5
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			14	5	16
Second Quarter					
BUS	183E	Terminology and Vocabulary	3	0	3
BUS	103	Typewriting II	2	3	3
ENG	102	Composition II	3	0	3
BUS	107	Shorthand II	3	2	4
BUS	101	Introduction to Business	<u>3</u>	<u>0</u>	<u>3</u>
			14	5	16
Third Quarter					
BUS	104	Typewriting III	2	3	3
BUS	108	Shorthand III	3	2	4
BUS	115	Business Law I	3	0	3
ECO	102	Economics I	3	0	3
ENG	103	Composition III	<u>3</u>	<u>0</u>	<u>3</u>
			14	5	16
Fourth Quarter					
BUS	120	Accounting I	5	2	6
EDP	104	Introduction to Data Processing	5	0	5
BUS	271	Office Management	3	0	3
BUS	270	Word Processing Concepts	<u>3</u>	<u>0</u>	<u>3</u>
			16	2	17

			Hours Lec.	Per Week Lab	Quarter Hours Credit
Fifth Quarter					
BUS	206E	Dictation and Transcription	2	2	3
BUS	112	Records Management	3	0	3
BUS	110	Office Machines	2	2	3
BUS	273	Word Processing Concepts Applications	3	2	4
		Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			13	6	16
Sixth Quarter					
BUS	212E	Machine Transcription I	2	3	3
BUS	205	Advanced Typewriting	2	3	3
BUS	207E	Dictation and Transcription	2	2	3
ENG	206	Written Communications	3	0	3
		Social Science Elective	3	0	3
BUS	272	Principles of Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			15	8	18
Seventh Quarter					
BUS	213E	Office Procedures	3	2	4
BUS	208E	Dictation and Transcription	1	2	2
ENG	204	Oral Communication	3	0	3
EDP	205	Computerized Accounting	2	4	4
BUS	220E	Machine Transcription II	<u>2</u>	<u>3</u>	<u>3</u>
			11	11	16
Total			97	42	115



SECRETARIAL — MEDICAL

The purposes of the Secretarial — Medical curriculum are to: (1) prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

SECRETARIAL — MEDICAL

T-032

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours
First Quarter					Credit
ORI	100	Freshman Orientation	1	0	1
BUS	102	Typewriting I	2	3	3
BUS	106	Shorthand I	3	2	4
BUS	109	Business Math	5	0	5
ENG	101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			14	5	16
Second Quarter					
BUS	183M	Terminology & Vocabulary	4	0	4
BUS	103	Typewriting II	2	3	3
BUS	107	Shorthand II	3	2	4
ENG	102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
			12	5	14
Third Quarter					
BUS	184M	Advanced Terminology & Vocabulary	3	2	4
BUS	115	Business Law I	3	0	3
BUS	108	Shorthand III	3	2	4
BUS	104	Typewriting III	2	3	3
ECO	102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
			14	7	17
Fourth Quarter					
BUS	120	Accounting I	5	2	6
BUS	270	Word Processing Concepts	3	0	3
BUS	271	Office Management	3	0	3
EDP	104	Introduction to Data Processing	<u>5</u>	<u>0</u>	<u>5</u>
			16	2	17

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
Fifth Quarter					
BUS	206M	Dictation & Transcription	2	2	3
BUS	110	Office Machines	2	2	3
BUS	112	Records Management	3	0	3
BUS	273	Word Processing Applications	3	2	4
ENG	103	Composition III	3	0	3
		Social Science Elective	3	0	3
			<u>16</u>	<u>6</u>	<u>19</u>
Sixth Quarter					
BUS	205M	Advanced Typewriting	2	3	3
BUS	207M	Dictation and Transcription	2	2	3
ENG	206	Written Communication	3	0	3
		Social Science Elective	3	0	3
BUS	212M	Machine Transcription I	2	3	3
BUS	272	Principles of Supervision	3	0	3
			<u>15</u>	<u>8</u>	<u>18</u>
Seventh Quarter					
BUS	220M	Machine Transcription II	2	3	3
BUS	213	Office Procedures	3	2	4
BUS	208M	Dictation and Transcription	1	2	2
ENG	204	Oral Communication	3	0	3
EDP	205	Computerized Accounting	2	4	4
			<u>11</u>	<u>11</u>	<u>16</u>
Total			98	44	117

ELECTIVES

Business Administration Electives:

This degree program contains nine quarter hours of specialty electives. The elective requirements can be satisfied with any course with a BUS, EDP, ECO or ISC prefix which is not a required course in the curriculum (except BUS 100J).

Industrial Management Electives:

This degree program contains six quarter hours of specialty electives. These elective requirements can be satisfied with any course with a BUS, EDP or ECO prefix which is not a required course in the curriculum (except BUS 101).

Social Science Electives:

SOC	103	Sociology of Social Problems	3	0	3
PSY	206	Applied Psychology	3	0	3

NOTE: Additionally, students may also satisfy their Social Science requirement with any catalog listed course in the areas of Economics, History, Psychology, Sociology and Government with advisor approval. Students who elect to take ECU courses must officially satisfy enrollment requirements for East Carolina University.

Commercial Art Electives:

PHO	217	Photographic Techniques	2	4	3
PHO	140	Portrait Photography	2	4	3
PHO	141	Advanced Portrait Photography	2	4	3
PHO	225	Photo Oil Tinting and Print Finishing I	2	4	3
PHO	226	Photo Oil Tinting and Print Finishing II	2	4	3
PHO	230	Photo Oil Tinting and Print Finishing III	2	4	3
PHO	235	Commercial Photography	2	4	3
CAT	131	Painting	1	3	2
CAT	235	Advertising Applications	3	0	3
CAT	240	Fashion Illustration	1	3	2
CAT	245	Air Brush	1	3	2
CAT	101	Advertising Principles	3	0	3
CAT	135	Watercolor	1	3	2
CAT	250	Computer Graphics	1	4	3
CAT	219	Calligraphy	1	2	2
CAT	230	3-D Design	2	4	3
EGR	105	Computer Fundamentals I	1	4	3

Electronics Engineering Technology Electives:

EGR	106	Computer Techniques	1	4	3
ELN	246	Electronics Design Project	0	6	3
MAT	201	Technical Mathematics	5	0	5

Law Enforcement Technology Electives:

LET	216	Criminal Law II	5	0	5
LET	310	Criminal Investigation II	5	0	5
LET	201	Traffic Planning and Management	5	0	5
LET	209	Interview, Interrogation, Polygraph Procedures	5	0	5
LET	204	Corrections	5	0	5
LET	113	Police Techniques	5	0	5
LET	240	Defensive Tactics	4	2	5
LET	255	Firearms	4	2	5

TECHNICAL COURSE DESCRIPTIONS

	Hours Per Week Lec. Lab	Quarter Hours Credit
AIB 202 Principles of Bank Operations		(4.1-0-4)
Fundamentals of bank functions are presented in a descriptive fashion to assist the beginning banker in gaining a broad (and operational) perspective of banking. Stresses the development of personnel with the broad perspective so necessary for career advancement.		
Prerequisite: None.		
AIB 203 Bank Investments		(4.1-0-4)
Describes investment funds, the way the bank's needs for primary reserves and loanable funds limit the funds available for investment, and how their uses are determined. Analyzes primary and secondary reserve needs of commercial banks, sources of reserves, their random and cyclical fluctuations, and studies yield changes as they affect long-term holdings.		
Prerequisite: None.		
AIB 219 Credit Administration		(4.1-0-4)
A course designed to assist executives to investigate factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans are discussed.		
Prerequisite: None.		
ART 201 Art Survey		(3-0-3)
The origins of art forms from their beginnings through contemporary times. Emphasis on the relationship of design principles to the various art forms, including modern application. Vocabulary, art periods and movements also featured.		
BIO 102 Anatomy & Physiology I		(4-2-5)
A study of the normal structure and related functioning of the human body, with man identified as a living organism composed of living cells, tissues, organs, and systems. The normal body is studied as a basis for understanding variations from the normal and man's need to maintain homeostasis. Included are the cardiovascular and respiratory systems. Elementary concepts of microbes and infections are introduced. Lecture is supported by laboratory experiences.		
Prerequisite: None.		
Corequisite: None.		
BIO 108 Anatomy and Physiology I		(3-2-0-4)
The student will be introduced to the skeletal anatomy and the terminology of body structure as it relates to radiography. This will include anatomical descriptive terms, radiographic terms and related medical terms; their significance and proper usage will be stressed. Special emphasis will be placed on the skeletal system and its function.		
Prerequisite: None.		
BIO 108M Anatomy and Physiology		(4-2-5)
The student will be introduced to the combined and singular aspects of both anatomy and physiology and terminology as they relate to the medical profession in general. This will include anatomical descriptive terms, commonly used abbreviations, prefixes, suffixes and other medical terms. Their meaning and proper usage will be stressed.		
Prerequisite: BUS 183M.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
BIO 109 Anatomy & Physiology II		(4-2-0-5)
A continuation of anatomy and physiology with applied medical terminology. Emphasis will be shifted to the "soft tissue" organs and systems; i.e., muscular, urinary, circulatory, reproductive, digestive, respiratory, and endocrine.		
Prerequisites: RDT 100, BIO 108.		
BIO 103 Anatomy & Physiology II		(4-2-5)
This course is a continuation of Anatomy & Physiology I including the digestive, urinary, immune, blood and lymph and endocrine systems. On-campus laboratory experiences are used.		
Prerequisite: BIO 102.		
Corequisite: None.		
BIO 104 Anatomy & Physiology III		(4-2-5)
This course completes the study begun in Anatomy & Physiology I and II. Systems detailed in this course include reproductive, integumentary, musculoskeletal, eye and ear and nervous. Laboratory experiences are also a part of this study.		
Prerequisites: BIO 102 & 103		
Corequisite: None.		
BIO 206 Fundamentals of Microbiology		(3-2-4)
A study of microscopic units of the human body as well as micro-organisms. Emphasis is placed on the etiology of pathogens, with special considerations given to pathogenicity, virulence, resistance control, and immunity. The classroom and on-campus laboratory will be used for directed learning experiences. Required for prospective Second Level students only.		
Prerequisites: BIO 102 or College Biology.		
Corequisite: None.		
BIO 208 Introduction to the Study of Disease		(3-0-0-3)
A course designed to acquaint the student with the general principles of disease, the signs and symptoms and the gross changes indicated in radiographs. A study of frequently recognized systemic diseases and a discussion of pathology of the various organs. Radiographic films demonstrating pathologic changes will be discussed.		
Prerequisites: RDT 202, RDT 203.		
BUS 100J Introduction to Business Operations		(5-0-5)
This course is designed to explain the nature of business activities and the environment in which it operates. Primary emphasis is on the social environment of business entities, the types of business organizations, methods of financing, marketing concepts, internal organization, and management functions.		
Prerequisite: None.		
BUS 101 Introduction to Business		(3-0-3)
A survey of the business world with attention devoted to the structure of the various types of business organizations, financing, management, marketing, and government regulation. The role of business in modern society is examined.		
Prerequisite: None.		
BUS 102 Typewriting I		(2-3-3)
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.		
Prerequisite: None.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
BUS 103 Typewriting II		(2-3-3)
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.		
Prerequisite: BUS 102 or the equivalent.		
BUS 104 Typewriting III		(2-3-3)
The course continues to develop skill in typing production problems with emphasis of the student's ability to function as an expert typist, producing mailable copies. The student learns the techniques needed in planning and in typing projects based on tasks performed by typists in business and industry. Production units will include tabulation, manuscript, correspondence reports, methods of duplication, legal documents, medical reports, etc. The student will also practice speed building and type a minimum of 50 words per minute for five minutes with five or less errors.		
Prerequisite: BUS 103 or the equivalent. Speed requirement: 40 words per minute for five minutes.		
BUS 106 Shorthand I		(3-2-4)
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.		
Prerequisite: None.		
BUS 107 Shorthand II		(3-2-4)
Continued study of theory with greater emphasis on dictation and elementary transcription.		
Prerequisite: BUS 106 and BUS 102.		
BUS 108 Shorthand III		(3-2-4)
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.		
Prerequisite: BUS 107 and BUS 103.		
BUS 109 Business Mathematics		(5-0-5)
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.		
Prerequisite: None.		
BUS 110 Office Machines		(2-2-3)
Office Machines is designed to develop occupational ability in the operation of ten-key electronic printing calculators. Training is received in techniques, processes, operation, and application of the ten-key electronic machines. Practical application is made through the study and practice in payroll procedures during the course.		
Prerequisite: None.		
BUS 112 Records Management		(3-0-3)
Fundamentals of indexing and filing are covered extensively. Principles of operation and control of records programs are introduced. Theory and simulations are combined to acquaint one with alphabetic, subject, geographic, numeric, color, and micrographic filing systems.		
Prerequisite: None.		
BUS 115 Business Law I		(3-0-3)
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agents.		
Prerequisite: None.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
BUS 116 Business Law II		(3-0-3)
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.		
Prerequisite: BUS 115.		
BUS 117 Labor Law		(5-0-5)
The subject matter of this course consists of a comprehensive study of the National Labor Relations Act, collective bargaining, labor disputes, conditions of employment, union contracts, arbitration, mediation and conciliation.		
Prerequisite: None.		
BUS 120 Accounting I		(5-2-6)
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.		
Prerequisite: None.		
BUS 121 Accounting II		(5-2-6)
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.		
Prerequisite: BUS 120.		
BUS 122 Accounting III		(5-2-6)
This course is the third in the Accounting sequence. It is designed to enable the student to become familiar with basic concepts, functions, techniques and principles of accounting related to the areas of control accounting, decision making and statement analysis.		
Prerequisite: BUS 121.		
BUS 123 Business Finance		(3-0-3)
An overview of financial management. The orientation is managerial with an emphasis on the identification and solution of the financial problems confronting the business enterprise. Ratio analysis and financial statements are utilized as tools of analysis.		
Prerequisite: None.		
BUS 183E Terminology and Vocabulary		(3-0-3)
This course is a study of the structure of words and terms used in business, technical, and professional offices. Emphasis is placed on spelling, definitions, pronunciation, word usage, terminology and dictionary usage.		
Prerequisite: None.		
BUS 183M Terminology and Vocabulary		(4-0-4)
A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, word roots and their combining forms.		
Prerequisite: None.		
BUS 184M Advanced Terminology and Vocabulary		(3-2-4)
An advanced course in medical terminology and vocabulary. The student continues to develop skills in the spelling and defining of commonly used prefixes, suffixes, word roots and their combined forms. The course will also include anatomical descriptive terms, commonly used abbreviations, prefixes, suffixes, and other medical terms.		
Prerequisite: BUS 183M.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
BUS 201 Human Relations in the Organization		(5-0-5)
A study in the principles of organization and management of personnel with emphasis on the human problems of administration in the modern organization. It gives the student a realistic view of the interplay of people in a structured organizational environment. Managerial problems of integrating the efforts of individuals and groups into effective productive efforts are highlighted.		
Prerequisite: None.		
BUS 205 Advanced Typewriting		(2-3-3)
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Minimum speed requirement: five minutes with five or less errors, 60 WPM.		
Prerequisite: BUS 104.		
BUS 206E Dictation and Transcription		(1-2-2)
Develops the skill of taking dictation and of transcribing at the typewriter. Course includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 90 words per minute required for five minutes on new material.		
Prerequisite: BUS 108, BUS 104.		
BUS 206M Dictation and Transcription		(2-2-3)
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 90 words per minute required for five minutes on new material.		
Prerequisites: BUS 108 and BUS 104.		
BUS 207E Dictation and Transcription		(2-2-3)
Covering materials appropriate to the course of study, the student develops the accuracy, speed and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 100 words per minute required for five minutes on new material.		
Prerequisite: BUS 206E.		
BUS 207M Dictation and Transcription		(2-2-3)
Covering materials appropriate to the course of study, the student develops the accuracy, speed and vocabulary that will enable her to meet the stenographic requirements of the medical office. Minimum dictation rate of 110 words per minute required for five minutes on new material.		
Prerequisite: BUS 206M.		
BUS 208E Dictation and Transcription		(1-2-2)
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.		
Prerequisite: BUS 207.		
BUS 208M Dictation and Transcription		(1-2-2)
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute required for five minutes on new material.		
Prerequisite: BUS 207M.		

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
BUS 212E Machine Transcription I			(2-3-3)
A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.			
Prerequisite: BUS 104.			
BUS 212M Machine Transcription I			(2-3-3)
A study and practice course in machine transcription using various medical and surgical forms, reports and case histories from medical cassette tapes.			
Prerequisite: BUS 104.			
BUS 213E Office Procedures			(3-2-4)
Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.			
Prerequisite: BUS 205.			
BUS 213M Office Procedures			(3-2-4)
Designed to acquaint the student with the responsibilities encountered in the medical office during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization and insurance claims.			
Prerequisite: BUS 205.			
BUS 219 Credit Procedures and Problems			(3-0-3)
Principles and practices in the extension of credit: collection procedures; laws pertaining to credit extension and collection are included.			
Prerequisite: None.			
BUS 220E Machine Transcription II			(2-3-3)
Text and tape activities offer a comprehensive review of typing skills with particular emphasis on style and formatting decisions. Utilizing modern word processing and transcribing equipment, the student learns good work habits and efficiency.			
Prerequisite: BUS 212E.			
BUS 220M Machine Transcription II			(2-3-3)
This course is a continuation of BUS 212M.			
Prerequisite: BUS 212M.			
BUS 222 Intermediate Accounting			(5-2-6)
Thorough treatment in the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.			
Prerequisite: BUS 122.			
BUS 223 Intermediate Accounting			(5-2-6)
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings and special analytical processes.			
Prerequisite: BUS 222.			
BUS 225 Cost Accounting			(5-0-5)
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.			
Prerequisite: BUS 122.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
BUS 227 Advanced Accounting		(5-0-5)
Advanced accounting theory and principles as applied to special accounting problems, bankruptcy, proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting.		
Prerequisite: BUS 223.		
BUS 229 Taxes		(5-0-5)
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.		
Prerequisite: None.		
BUS 232 Principles of Selling		(3-0-3)
A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for the execution of sales demonstrations required.		
Prerequisite: None.		
BUS 233 Personnel Management		(3-0-3)
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits and security.		
Prerequisite: None.		
BUS 235 Principles of Management		(3-0-3)
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.		
Prerequisite: None.		
BUS 241 Sales Management		(3-0-3)
Techniques used in the development of an effective sales force. Formulation of advertising and sales promotion programs. Analysis of selling costs, coordination of sales activities with other departments and appraisal of sales performance are included.		
Prerequisite: None.		
BUS 243 Advertising		(4-0-4)
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.		
Prerequisite: None.		
BUS 245 Retailing		(3-0-3)
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.		
Prerequisite: None.		
BUS 247 Business Insurance		(3-0-3)
A study of the nature of risk and the use of insurance as a primary means of handling risk, including the basic principles of risk management and insurance and their application. A survey of the various types of insurance is included.		
Prerequisite: None.		

BUS 255 Interpreting Accounting Records (3-0-3)

Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements.

Prerequisite: BUS 122.

BUS 269 Auditing (5-0-5)

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control.

Prerequisite: BUS 223.

BUS 270 Word Processing Concepts (3-0-3)

Student will study the development of word/information processing, careers and industry application, technologies and management of changes in the automated office.

Prerequisite: None.

BUS 271 Office Management (3-0-3)

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

BUS 272 Principles of Supervision (3-0-3)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

Prerequisite: None.

BUS 273 Word Processing Applications (3-2-4)

Basic electronic keyboarding skills, text editing and information processing skills are acquired through applications and the PRIME computer (Interpac). Students interpret work request forms and utilize equipment to process information for the typical automated office.

Prerequisite: BUS 102 or the instructor's approval.

BUS 276 Money and Banking (3-0-3)

The student will be knowledgeable of the basic economic principles most closely related to money and banking. Emphasis is on practical application of the economics of money and banking to the individual bank. Some of the topics covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings, and capital; the Federal Reserve System and its policies and operations; and Treasury Department Operations and the changing international monetary system.

Prerequisite: None.

BUS 282 Business Statistics (5-0-5)

An introductory course to general statistical principles which will be found useful to all individuals regardless of their fields of specialization; however, the emphasis will be oriented to business and industrial concepts. The course presents clear statements or pertinent definitions, theorems and principles, followed by problems drawn from actual business statistical situations.

Prerequisite: MAT 100 or equivalent.

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
CAT 101 Advertising Principles			(3-0-3)
A comprehensive survey of the history and development of advertising, including its economic and social values.			
CAT 105 Life Drawing			(2-4-3)
A study of the body structure with emphasis on the skeletal and muscular systems. A graphic interpretation and response to live models with concentration on proportioning, body masses and movement. A variety of techniques including gesture drawing, contour drawing, rapid study, expressive brush and the line drawing, water color and ink washes will be explored.			
CAT 106 Figure Drawing			(2-3-3)
A continuation of Life Drawing I. The student is directed specifically toward developing a more complete understanding of figure proportions and a more personal style of drawing. The student will be introduced to the fashion figure, its proportions, techniques, and current fashion trends.			
Prerequisite: CAT 105.			
CAT 107 Fundamentals of Drawing			(1-3-2)
Basic observation and drawing skills with a variety of media surfaces are examined and used in producing line and continuous tone images. Students are to familiarize themselves with the manipulation and control of both wet and dry media used in commercial illustration. Live observation and use of swipe file are also introduced.			
CAT 108 Perspective Drawing			(2-4-3)
An introduction to the theory of one, two, and three point perspective with practical exercises in each.			
CAT 109 Drawing			(1-3-2)
Drawing exercises designed to increase skill and perception in advanced drawing projects. Students will explore the basic media used in advertising—ink line, charcoal, marker and pencil. Subjects include both natural objects and man made products.			
CAT 110 Industrial Illustration			(2-4-3)
A comprehensive approach to the tools, equipment, materials and utilization of perspective delineation for reproduction. Laboratory exercises and problems covering such topics as perspective, product line illustrations, exploded views, cut-away views, phantom views and color renderings.			
CAT 121 Principles of Design			(3-7-5)
An introduction to the basic design fundamentals and principles. Emphasis is placed on the use of the visual elements (line, texture, color, space, shapes, value) with problems involving a variety of media and aesthetic concepts.			
CAT 126 General Design			(3-7-5)
A study of the basic principles of design for layout and production as it affects the graphic designer. The course includes a study of color and advertising trends and printing procedures. Typography and illustrating for layouts and mechanical art production are also introduced, with emphasis on using the tools and materials of the graphic designer.			
CAT 127 Advertising Design			(3-7-5)
A course designed to emphasize layout development, properties of type, and the basic graphic reproduction process carried out in various advertising media. The basic skills are required of the advertising design artist, originating at concepts and effective solutions in selected media. Layouts, comprehensive and mechanical art are covered.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
CAT 131 Painting		(1-3-2)
An introduction to various painting mediums (oil, acrylic, watercolor, tempera) as they are used in painting and advertising. Students are encouraged to explore various techniques, discover the potential and limitations of the medium, and combine media for special effects.		
CAT 135 Watercolor		(1-3-2)
Emphasis is on skill development in manipulation of tools and surfaces for watercolor rendering and illustration.		
CAT 200 Portfolio		(1-3-2)
A course designed to prepare the finishing student for employment in the graphics industry. It also offers special studio assistance and guidance in rework of selected portfolio samples and refinement of presentation skills.		
Prerequisite: CAT 227.		
CAT 201 Portfolio Review		(0-2-1)
Preparation of the student for employment, including portfolio and resume refinement, self-presentation and professional procedures. The student's portfolio is challenged and criticized after seven quarters of class assignments to make certain its appearance is of professional quality.		
Prerequisite: CAT 200.		
CAT 212 Marker Illustration		(1-3-2)
An introduction to advertising illustration. Laboratory exercises will explore the uses of markers as a media for commercial illustration.		
CAT 214 Advanced Rendering Techniques		(2-4-3)
An exploration in the traditional media used in illustrating. Students explore a variety of media including ink wash, flouragaphic, collage, rossboard, pastels, watercolor, scratchboard and craftone.		
CAT 215 Typography & Lettering		(2-4-3)
An introduction to the mechanics of hand lettering and typography and their application to layout and design. Fundamentals of typographic measurement, methods of type composition, and terminology are introduced. Emphasis is also placed on using type as a design motif.		
CAT 216 Typography and Typesetting		(2-2-3)
Theoretical and practical principles of typographic composition. Actual type shop work with commercial lettering machines, transfer letters and photo-composing machines.		
Prerequisite: CAT 215 or permission of instructor.		
CAT 218 Advanced Rendering Techniques II		(3-7-5)
A studio course in which students practice and specialize in rendering techniques to produce line and continuous tone illustrations for reproduction.		
Prerequisite: CAT 214.		
CAT 219 Calligraphy		(1-2-2)
Calligraphy, the art of beautiful writing, is a course designed to give the student a basic understanding of the history, tools, materials, and techniques of broad pen lettering. Students will learn several alphabets in historial sequence which they will use in projects using a variety of pens, brushes, inks, paints and papers. Layout and design will also be stressed.		
CAT 220 Advertising Production		(1-3-2)
An introduction to the mechanics of printed reproduction in its various forms, graphic arts terminology and techniques, and physical requirements of work for reproduction.		

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
CAT 227 Publication Design			(3-7-5)
A study of the application of basic design principles to the advertising layout, with emphasis on visual unity, brochure, catalog and annual report design. The various designs may be prepared for multifold and multipage layout.			
CAT 228 Corporate Design			(3-7-5)
Advanced work in design concepts and in the area of mechanical art preparation with emphasis on the needs of the corporation. Mechanical separations of multi-color logos, letterhead designs, business cards, and trade journals are some areas of course concentration.			
CAT 229 Specialty Design			(3-7-5)
A course providing the student with selective study such as cartooning, poster design, package design, illustrations, rendering, and a SENIOR ARTS PROJECT* to be determined by the student and instructor. (*Project given at the discretion of the instructor.)			
CAT 230 3-D Design			(2-4-3)
A course in which the visual elements and principles of three-dimensional designs are introduced through the medium of clay. Working properties and construction techniques are demonstrated and used in producing products that are aesthetically sound with a commercial and/or advertising function; i.e., signage, package design, display models, outdoor advertising, etc.			
CAT 231 Acrylic Painting			(2-4-3)
An introduction to the polymer medium as it is used in painting and advertising. Students are encouraged to explore various techniques, discover the potential and limitations of the medium, and combine the media for special effects.			
CAT 235 Advertising Applications			(3-0-3)
A general study of the graphic arts field, leading designers, and area and national employment opportunities. The student studies approaches to job hunting, writing a personal resume, and tours local businesses employing commercial artists.			
CAT 240 Fashion Illustration			(1-3-2)
Specialization in the development of media skills and techniques used to render fashion illustrations.			
Prerequisite: CAT 106.			
CAT 245 Air Brush			(1-3-2)
This course is designed to develop a working knowledge of air brush maintenance and fundamentals, such as line work, flat washes, graded washes, rendering basic forms, transparent and opaque colors; techniques used in rendering pictorial forms such as products, figures, technical and architectural illustration.			
CAT 250 Computer Graphics			(1-4-3)
A studio course in which the student is introduced to the various methods and techniques of computer assisted and generated images. Knowledge of and use of software and programming to generate images with designer tablets is emphasized.			
CAT 251 Printmaking I			(0-6-3)
A general survey of printmaking materials and methods including relief, stencil, planographic and intaglio processes.			
CHE 101 Chemistry			(4-2-5)
Designed primarily for non-science majors. Fundamentals of chemistry and selected topics from inorganic, organic, colloid, nuclear, and biochemistry.			
Prerequisite: MAT 100.			

	Hours Per Week	Quarter Hours
	Lec. Lab	Credit
DFT 113 Electronic Drafting		(2-6-4)
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawings, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work.		
Prerequisite: None.		
DMK 120 Marketing		(5-0-5)
A general survey of the field of marketing, with a study of the functions of marketing, market research and information systems, development of market channels, wholesalers and retailers and the composition of the market itself. This includes people, the level of purchasing power and motivation.		
Prerequisite: None.		
ECO 102 Economics I		(3-0-3)
The basic principles of economics with a primary focus on the macroeconomy. Emphasis is placed on the laws of supply and demand, macroeconomic analysis, monetary policy, national income and fiscal policy.		
Prerequisite: None.		
ECO 104 Economics II		(3-0-3)
The basic principles of economic with a primary focus on the microeconomy. Emphasis is placed on consumer behavior, demand theory, costs, the role of the firm, resource markets and microeconomic theory application.		
Prerequisite: None.		
ECO 108 Consumer Economics		(3-0-3)
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.		
Prerequisite: None.		
ECO 201 Labor Economics and Labor Relations		(3-0-3)
Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and by management, the shift in the means of public control; and the factors of income and economic security.		
Prerequisite: None.		
EDP 104 Introduction to Data Processing		(5-0-5)
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses.		
Prerequisite: None.		
EDP 109 Basic Language Programming I		(2-4-4)
An introduction to digital computing techniques through the study of the BASIC language. Students learn the techniques of problem solving and program development. Concepts of micro-computer hardware and computer application areas will be introduced when appropriate.		
Prerequisite: None.		

EDP 110 Basic Language Programming II

(2-4-4)

A continuation of EDP 109, this course examines the use of advanced programming techniques and develops the skills required in the handling of data through various input/output devices. Students will design a program system and supporting documentation utilizing these data handling techniques.

Prerequisite: EDP 109.

EDP 111 Business Programming (COBOL I)

(4-3-5)

The Common Business Oriented Language (COBOL) is introduced to the student. The student will become familiar with the divisions, sections, paragraphs, and statements of the COBOL language. In addition, an understanding of both the syntax and logical structure of COBOL will be achieved by applying the language to a series of business related application programs which the student will code, key in, compile, and run. The top-down approach to structured programming and documentation techniques are presented. Finally, the student will be exposed to the elements of sequential file processing.

Prerequisite: None.

EDP 112 Business Programming (COBOL II)

(4-3-5)

In this course the student will become proficient in the use of structured COBOL programming techniques. Methods for designing, developing and processing sequential and direct access disk files will be covered. Students will then use these methods and techniques in a series of programming problems. Emphasis will also be placed on testing, debugging, and documenting complex COBOL programs. The student will be exposed to the computer's Disk Operating System (DOS) as well as memory and disk storage limitations, and will design programs which will make efficient use of systems being used.

Prerequisite: EDP 111.

EDP 205 Computerized Accounting

(2-4-4)

The student will be able to process accounting data through use of the computer. Emphasis is on (1) analyzing transactions, (2) recording transactions on coding forms designed for special and general journals, (3) transferring transactions from coding form to input media and (4) processing the transaction using the micro-computer.

Prerequisite: BUS 120.

EDP 207 Business Programming (COBOL III)

(4-3-5)

This course requires the student to become proficient in the use of Indexed Sequential (ISAM) Disk Files. Emphasis in this course will be place on program efficiency, use of available utility programs, the interrelationship of programs into a workable system, and professional documentation standards. To fulfill the requirements of this course, the student is expected to design, develop, and document a major business application program.

Prerequisite: EDP 112.

EDP 208 Fundamentals of RPG II

(3-2-4)

Usage of specification forms, arithmetic operations, comparing, control breaks, array processing, magnetic storage processing, writing of RPG and RPG II programs.

Prerequisite: None.

EDP 209 Pascal Programming

(4-3-5)

Introduces the student to the Pascal programming language. The student will learn techniques of problem solving and program development with emphasis being placed on structured design. Students will be required to complete a sequence of progressively complex business applications in the Pascal language.

Prerequisite: None.

EDP 216 Data Processing Application

(2-9-6)

The student will gain competencies in the use of current computer software. Specifically, the student will be instructed in the use of word processing, electronic spreadsheets, and data base management software. In addition to classroom instruction, the student will be guided through numerous lab exercises using each software package, thereby gaining hands-on experience. Other topics covered include data communications, the use of DOS commands, hard dish management and hardware concepts.

Prerequisites: None.

EDP 219 Introduction to Systems and Procedures

(3-2-4)

The student will understand the basic functions performed by a systems analyst. Through classwork and laboratory procedures, the student will develop techniques for analyzing and designing solutions for business problems. Record and file design, devices and media selection will be studied and applied. Systems used in various types of businesses and industries will be discussed. The student will be able to do a feasibility study.

Prerequisite: None.

EGR 104 Introduction to Computers

(1-2-0-2)

An introduction to computer operations and language with emphasis on computer language. Computer history and theory will be included and special emphasis will be placed on computer applications in diagnostic radiology.

Prerequisite: RDT 105.

EGR 105 Computer Fundamentals I

(1-4-3)

A study of the elements required to gain computer literacy. Popular computer languages are studied with emphasis on the PASCAL language. Word processing techniques are introduced which provide additional literacy.

Prerequisite: None.

EGR 106 Computer Techniques

(1-4-3)

A study of the advanced PASCAL computer language. Topics include: program control procedures, strings and long integers, and data types. Additional programming skill is obtained through development of a complex working program.

Prerequisite: EGR 105.

ELC 112 Electrical Fundamentals I

(2-6-4)

A quantitative study of the concepts and principles as applied to DC circuits. Topics include the units of measurement, electrical quantities, electromotive force, current, simple resistance circuits, power, electrical laws, and series and parallel circuits. Laboratory work will provide measurement techniques to verify theory.

Prerequisite: None.

ELC 113 Electrical Fundamentals II

(2-6-4)

A continuation of ELC 112 with emphasis on resistive networks, equivalent-circuit theorems, and capacitance and inductance in DC circuits. Laboratory work will include measurement techniques with emphasis on verification of theoretical concepts.

Prerequisite: ELC 112, MAT 101.

ELC 114 Electrical Fundamentals III

(3-2-4)

A study of AC circuits and theory including inductive and capacitive reactance, power, series and parallel impedance, resonance, filters and transformers. Laboratory experiences support analysis activities.

Prerequisites: ELC 113, MAT 102.

	Hours Per Week Lec. Lab	Quarter Hours Credit
ELN 121 Electronics I		(3-6-5)
Presents quantitative electronics concepts beginning with two terminal devices and proceeding to three terminal active devices. Experience is provided in basic troubleshooting techniques utilizing laboratory equipment. Prerequisite: ELC 112, MAT 101.		
ELN 122 Electronics II		(3-6-5)
A further quantitative study of electronics beginning with multistage systems and proceeding to power devices. Instruments are used in the laboratory to collect data, verify mathematical predictions, and troubleshoot circuits. Prerequisite: ELN 121, MAT 102.		
ELN 123 Electronics III		(3-4-5)
Presents the fundamentals, design techniques, and applications of linear integrated circuits. Emphasis is placed upon the characteristics of the operational amplifier. Laboratory work rationalizes differences between analytical models and actual circuits. Prerequisite: ELN 122.		
ELN 127 Technical Documentation		(1-3-2)
Introduces the student to the role of documentation and the types of documents found in a technical environment. The student will learn to interpret and generate schematic diagrams, technical specifications, mechanical and assembly drawings, block diagrams, technical descriptions and test procedures. Students will be exposed to the use of CAD systems for generating technical documents. Prerequisite: None.		
ELN 218 Pulse, Logic and Digital Circuits		(3-4-5)
Emphasizes the development of logic including basic boolean operations, gate functions, and logic theorems. The course progresses to integrated logic circuits, asynchronous logic, Flip-Flops and latches, clocks and gate interfacing, number systems, widely used methods of coding, digital data and computer arithmetic. Prerequisite: ELC 114.		
ELN 219 Digital Fundamentals		(3-4-5)
Emphasizes study of combinational and sequential logic circuits using discrete and integrated components. Topics include: counters, shift registers, memory systems, and interfacing. Typical applications in industry will be presented. Prerequisite: ELN 218.		
ELN 241 Electronic Systems I		(3-4-5)
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specialized nature. Prerequisites: ELN 122, ELC 114.		
ELN 246 Electronics Design Project		(0-6-3)
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate theoretical model; and construct, test, and evaluate a working model of the selected project. Prerequisite: ELN 219.		
ELN 247 Electronic Systems II (Computers)		(3-4-5)
The course consists of a functional analysis of a digital computer system. Emphasis is placed on architecture, internal organization, controls, instruction set, machine programming and program development. The laboratory will provide practice in manipulating the hardware and software associated with the computer. Prerequisite: ELN 241 or ELN 219.		

ELN 248 Electronic Systems III (Computers) (3-4-5)

This course deals with the detail theory of microcomputers followed by sophisticated troubleshooting and maintenance procedures. The laboratory consists of digital measurements in support of operation and theory analysis, diagnostic procedures, and troubleshooting techniques.

Prerequisite: ELN 247.

ELN 256 Advanced Microcomputer System Analysis (3-4-5)

A study of the hardware and software associated with sophisticated microprocessor operation. Topics covered include interfacing, 16-bit microprocessors, and logic analysis.

Prerequisite: ELN 247.

ELN 257 Circuit Design (2-4-4)

A study of the design, construction and test of circuits. Parameters to be considered will include gain, phase, impedance matching, distortion, power considerations and cost factors. Computer Aided Design (CAD) will be utilized.

Prerequisites: ELN 241, ELN 219, EGR 105.

ELN 260 Digital Communications (3-4-5)

This course covers the conversion of analog information into digital format and the circuitry used for digital signal processing as applied to communications. Laboratory work consists of digital circuits operation and troubleshooting.

Prerequisites: ELN 218, ELN 241.

ENG 101 Composition I (3-0-3)

The focus of this course is on the improvement of written self-expression with considerable emphasis placed upon not only sentence and paragraph composition but also acceptable usage of the language.

Prerequisite: None.

ENG 102 Composition II (3-0-3)

This course is designed to aid students in exploring rhetorical styles and applying those types of writing to practical situations. Written assignments include essays of varying lengths on subjects drawn from readings and classroom discussions.

Prerequisite: ENG 101.

ENG 103 Composition III (3-0-3)

Designed to familiarize students with research and documentation techniques, this course emphasizes summary and synthesis of thought concerning a range of topics across the curriculum. Another major objective is to introduce students to career writing.

Prerequisite: ENG 102.

ENG 204 Oral Communication (3-0-3)

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.

Prerequisite: None.

ENG 206 Written Communication (3-0-3)

Develops skills in techniques of writing business communications. Emphasis is placed on writing—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.

Prerequisite: ENG 102.

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
ENG 207 Survey in American Literature			(3-0-3)
The course will include readings and criticisms of American writers from the mid-nineteenth century to the mid-twentieth century. The literary genres include essays, short stories, and short novels. The purpose of the course is to examine—through literature—the shaping of the American mind, thereby gaining insights into the nature of man.			
Prerequisite: ENG 102.			
ENG 210 Children's Literature			(3-0-0-3)
Designed to familiarize students with well-known authors and illustrations of children's literature and quality books for young people. Stress is also placed on the use of these materials with children in order to obtain maximum pleasure and learning.			
HEA 101 Personal Hygiene and Health			(3-0-0-3)
This course is a study of influences on physical and mental health, individual practices which aid in maintaining good physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.			
HEA 105 Family, School, & Community Health			(3-0-0-3)
Study of influences on physical and mental health throughout the life span, and responsibilities of those working with young children to maintain personal health and to serve as models for health practices.			
HEA 110 Health and First Aid			(3-0-3)
A study of theory and practice of the immediate and temporary care given in case of an accident or illness.			
Prerequisite: None.			
ISC 102 Industrial Safety			(3-0-3)
Management and supervisory responsibility for accident and fire prevention. Other areas covered are: accident reports, machine guards, protective equipment (personal), provisions of the Federal Occupational Health and Safety Act.			
Prerequisite: None.			
ISC 120 Principles of Industrial Management			(5-0-5)
The basic managerial decisions: organizational structure including plant location, building requirements, and internal factory organization; problems of factory operation and control, planning, scheduling, routing production, purchasing, cost control.			
Prerequisite: None.			
ISC 202 Quality Control			(3-2-4)
Principles and techniques of quality control and cost-saving, organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance.			
Prerequisite: BUS 282.			
ISC 204 Value Analysis			(3-0-3)
The modern concept in the control of manufacturing production. This course will provide the students an opportunity to study a production system with the specific purpose of identifying unnecessary costs. The objective of the concepts and techniques of value and analysis is to make possible a degree of effectiveness in identifying and removing unnecessary cost by the use of sound decisions through a common sense approach.			
Prerequisite: None.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
ISC 207 Foreman Supervision		(3-0-3)
The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibility in carrying out the objectives in accordance with the organization's plan. Included in the course are such topics as establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, and rules and regulations.		
Prerequisite: None.		
ISC 209 Plant Layout		(3-2-4)
A practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Effective management of men, money and materials in a manufacturing operation.		
Prerequisite: None.		
ISC 210 Job Analysis and Evaluation		(3-2-4)
This course is designed to familiarize the supervisor with techniques necessary to gather facts about the specific operations and responsibilities of the job, what it entails, such as mental ability, skills, and physical requirements.		
Prerequisite: None.		
ISC 211 Work Measurement		(5-3-7)
Principles of work simplification including administration of jobs methods improvement, motion study fundamentals, time-study techniques, work sampling, and pace rating. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams and methods evaluation.		
Prerequisite: BUS 282.		
ISC 213 Production Planning		(4-0-4)
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed.		
Prerequisite: None.		
ISC 220 Management Problems		(5-0-5)
A study of personnel and production problems from the standpoint of the executive. Includes selection and development of products, control problems and techniques, development of standards, employee-employer relations, developing the executive staff. Case studies are utilized.		
Prerequisite: None.		
LET 101 Introduction to Police Science		(5-0-5)
History, development and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice, career orientation.		
Prerequisite: None.		
LET 110 Police Role in Crime and Delinquency		(5-0-5)
Study of deviant behavior and current criminological theories, with emphasis on police applications, crime prevention, and the phenomena of crime as it relates to juveniles.		
Prerequisite: None.		
LET 113 Police Techniques		(5-0-5)
The student will study the various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the ten finger classification system. An introduction will be given to the process of comparing latent lifts with rolled impressions and in preparing them for courtroom presentation.		
Prerequisite: None.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
LET 115 Criminal Law I		(5-0-5)
The course deals with the basic principles of American criminal law such as the definition of crime, defenses, proof, and punishment, and the basic structure and operation of the American criminal justice system. Prerequisite: None.		
LET 201 Traffic Planning and Management		(5-0-5)
A study which covers the history of the traffic enforcement problems and gives an overview of the problems as they exist today. Attention will be given to the engineering, education, enforcement, and legislation; the organization of the traffic unit, evaluation of the traffic program effectiveness, and the allocation of men and materials. Prerequisite: None.		
LET 202 Community Police Relations		(5-0-5)
A course designed to create an awareness of the need for good police community relationships, problems confronting police personnel in achieving this goal, solutions to these problems, including a survey of non-police agencies dealing with police problems and how they can best work together to achieve their common goal. Prerequisite: None.		
LET 204 Corrections		(5-0-5)
Corrections as a functional aspect of the system of criminal justice. Historical perspectives, contemporary philosophies and the treatment of offenders in all elements of a modern correctional system. Prerequisite: None.		
LET 205 Criminal Evidence and Procedure		(5-0-5)
An examination of the nature and admissibility of evidence, its role in determining guilt or innocence in the prosecution of offenders, the kinds and degrees of evidence, principles of exclusion and selection, and burden of proof. Instruction will also be given to the care, collection, preservation, and control of evidence. Prerequisite: PSC 225.		
LET 209 Interview, Interrogation, Polygraph Procedure		(5-0-5)
Survey of modern methods of handling witnesses, informants, and suspects, evaluation of lie detection methods and techniques, psychological and physiological considerations in interrogation. Prerequisite: None.		
LET 210 Criminal Investigation I		(5-0-5)
Introduction to the fundamentals of criminal investigation, including theory and history, conduct at crime scenes, collection and preservation of evidence. Prerequisite: None.		
LET 216 Criminal Law II		(5-0-5)
Continuation and expansion of Criminal Law I with emphasis on North Carolina Law. Prerequisite: PSC 115.		
LET 220 Organization and Administration I		(5-0-5)
Introduction to principles of organization and administration, discussion of the service functions including personnel management, training, communications, records, property maintenance, and miscellaneous services. Prerequisite: None.		
LET 222 Criminology		(5-0-5)
The study of deviant behavior as it relates to the definition of crime, ecology of crime, theories of crime causation and crime typologies, as well as societies reaction to criminal behavior. Prerequisite: None.		

LET 225 Constitutional Law (5-0-5)

Survey of the important developments relating to judicial review of legislative action, problems of federalism, safeguards to life, liberty and property, and protection of civil and political rights and their relationship to the law enforcement officer.

Prerequisite: None.

LET 226 Substance Abuse (5-0-5)

Introduction to the problems of substance abuse (alcohol & drugs) in our society. This course is designed to equip the criminal justice student with increased knowledge concerning the issues involved, i.e. history and classification of substances subject to abuse, social impact of abuse, physical and psychological impact of abuse, statutory and regulatory law controlling abuse, and treatment modalities for abuse.

Prerequisite: None.

LET 228 Special Topics Seminar (3-0-3)

A seminar format is utilized to examine current topics of interest to criminal justice practitioners.

LET 232 Patrol Operations (5-0-5)

This course defines the purpose of patrols and explains the various types. This includes answering and responding to non-emergencies, emergencies and felonies-in-progress calls, and presenting the student with the opportunity to develop powers of perception and observation. Safe driving techniques will be demonstrated.

Prerequisite: None.

LET 240 Defensive Tactics (5-0-5)

Defense against street-fighting; fundamentals and precautions, close-in defense and attack; control over an adversary; defensive and aggressive physical maneuvers; the armed and unarmed opponent; police baton maneuvers; searching techniques and use of restraining devices; raids and room combat; use of proper type weapons; prisoner handling; program of training; physical fitness requirements.

Prerequisite: None.

LET 255 Firearms (5-0-5)

Includes instruction in proper use and handling of certain firearms commonly used by law enforcement personnel. Special emphasis is placed on safety, cleaning and servicing equipment.

Prerequisite: Curriculum approved students or permission by instructor.

LET 310 Criminal Investigation II (5-0-5)

Continuation and expansion of Criminal Investigation I.

Prerequisite: PSC 210.

MAT 100 Essentials of Mathematics (5-0-5)

The real number system as a complete ordered field; concepts of sets, relations and functions, solution of equations and inequalities; elements of mathematical reasoning polynomials and operations on rational expressions.

Prerequisite: None.

MAT 101 Technical Mathematics I (5-0-5)

The real numbers system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed.

Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 102 Technical Mathematics II (5-0-5)

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth.

Prerequisite: MAT 101.

MAT 103 Technical Mathematics III (5-0-5)

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed.

Prerequisite: MAT 102.

MAT 104 Math For Nurses (3-0-3)

This course provides basic principles of mathematics needed for computation and administration of drugs including metric and apothecaries systems of measurement. Techniques of drug administration are included and emphasis is placed upon accountability and responsibility involved in this nursing act.

Prerequisite: NUR 101.

MAT 105 College Mathematics (3-0-0-3)

A course to include basic concepts and operations of algebra, addition, subtraction, multiplication, and division; solutions of equations, factoring and other operations on polynomials and rational expressions.

Prerequisite: None.

MAT 114 Fundamentals of Math (5-0-5)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, ratio and proportion. Plane and solid geometric figures, measurement of surfaces and volumes. Introduction to algebra and the metric system.

Prerequisite: None.

MAT 201 Technical Mathematics (5-0-5)

A continuation of MAT 103. More advanced concepts of differentiation and integration are considered. Included are graphs and derivatives of the trigonometric functions, exponential and logarithmic differentiation and integration, advanced integration techniques, polar equations, parametric equations and Fourier series.

Prerequisite: MAT 103.

MAT 202 Applied Statistics (3-0-3)

Topics included are data collection, data display, variability, distributions, mean, median, mode, standard deviation, normal distribution, statistical tests, confidence intervals, and statistical process control. Application of these concepts to industrial quality control will be stressed.

Prerequisite: MAT 102.

MAT 211 Basic Statistics (3-0-3)

An introduction to basic concepts of statistics including point and interval estimates; chi-square; frequency distribution; ratios, rates and percentages. Normal distribution, mean and standard deviation; interval estimates, t-distribution, and coefficient of variation are covered.

Prerequisite: None.

MUS 210 Children's Music

(3-0-0-3)

Provides the student with some understanding of music and as a learning tool for the young child. Students participate in song, dance, and rhythmic activities which are appropriate to the interest and musical development level of the young child.

NUR 100 Orientation To Nursing

(3-0-0-3)

This is a transition course for L.P.N.'s entering the registered nurse education program. It is designed to reinforce and strengthen knowledge and skills in nursing process, nursing care planning, physical assessment, basic nursing procedures, and basic pharmacology review. In addition, information relating to stress management is included. The course is required for L.P.N.'s seeking advanced placement into Nursing Education Options. No curriculum credit is earned.

NUR 101 Fundamentals of Nursing

(5-6-0-8)

This beginning course is the foundation for all other courses in nursing. The emphasis is on individual self-care and basic nursing skills which assist patients in meeting physical, social, emotional, and rehabilitative needs. Observing, assessing, planning, implementing, evaluating, and recording information is stressed as an introduction to the nursing process. Safe nursing practices and legal principles are incorporated. Classroom, nursing laboratory, and hospitals are used for directed clinical practices.

Prerequisite: None.

Corequisite: BIO 102, NUR 106.

NUR 102 Maternal-Child Nursing I

(7-0-0-7)

A family-centered course beginning either with maternity cycle or child care from birth through adolescence. Normal antepartum, labor, delivery, postpartum, and the needs of the normal newborn are presented. Some common complications are considered. The student is also introduced to the etiology, treatment and nursing care of common disorders and illnesses that affect the infant, toddler, preschool, school age and adolescent. Concepts of patient-family teaching are emphasized and the nursing process is applied in developing and implementing nursing care plans for selected patients. Previously learned competencies are incorporated.

Prerequisites: NUR 101, NUR 106, BIO 102.

Corequisites: PSY 118, NUR 102P.

NUR 102P Maternal-Child Nursing I Clinical

(0-0-12-4)

This course runs concurrently with Maternal-Child Nursing theory. Clinical learning opportunities to apply principles and skills are provided in the obstetrical and pediatric units. Emphasis is placed on the uncomplicated antepartal, intrapartal, and postpartal experiences and on the nursing care of children with common pediatric disorders. Preventive patient-family teaching and self-care concepts are stressed. Observational experiences in a pediatrician's office and the health department are provided to enhance the grasp of the health-illness continuum.

Prerequisite: NUR 101.

Corequisite: NUR 102.

NUR 103 Medical-Surgical Nursing I

(5-2-0-6)

This course introduces basic concepts of nursing care of patients with common and less complex problems caused by illness. The nursing process, physical assessment and medication administration are introduced. Instruction in basic math and drug dose calculations is provided. Aspects of care associated with cancer, chronic illness and pain are included. Care of the surgical patient during pre, intra, and post operative periods are stressed. Emphasis is placed on fluid and electrolyte imbalances and diseases and disorders of the pulmonary, cardiovascular and peripheral vascular systems. Patient/family teaching, pharmacology, nutrition and aspects of home health nursing are integrated. Patient self-care concepts and concepts of health promotion are introduced and stressed throughout the course. Special emphasis is placed on the care of the geriatric patient.

Prerequisite: NUR 101, NUR 106.

Corerequisite: NUR 103P.

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
NUR 103P Medical-Surgical Nursing I Clinical			(0-0-12-4)
This course runs concurrently with Medical-Surgical Nursing I. It provides opportunities to apply, within the clinical area, nursing theories and skills relevant to patients experiencing medical-surgical problems. Opportunities are given for application of nursing interventions related to fluid and electrolyte disturbance and diseases and disorders of the cardiovascular, pulmonary and peripheral vascular systems. Experience in caring for the patient during the pre and post operative phase is provided. Special emphasis is placed on nursing care for the geriatric and cancer patient in the hospital setting, as well as in the home. Observational experiences are provided in home health nursing.			
Prerequisites: NUR 101, NUR 106.			
Corequisite: NUR 103.			
NUR 104 Medical-Surgical Nursing II			(7-0-0-7)
This course continues the study of medical-surgical disorders. Pathophysiological processes and therapeutic interventions related to hematological, endocrine (especially diabetes mellitus), gastrointestinal, dermatological, sexual and reproductive, and musculoskeletal disorders are included. Concepts of infection control, patient/family teaching, pharmacology and nutrition are integrated throughout. Emphasis is placed on health promotion.			
Prerequisite: NUR 103.			
Corequisite: NUR 104P.			
NUR 104P Medical-Surgical Nursing II Clinical			(0-0-12-4)
This course runs concurrently with Medical-Surgical Nursing theory and provides continued opportunities to demonstrate increasing levels of competence in nursing care of selected patients with problems involving the endocrine, gastrointestinal, dermatological, sexual and reproductive and musculoskeletal systems. Observational experiences in the affiliating hospital surgical suites and recovery room are provided.			
Prerequisite: NUR 103P.			
Corequisite: NUR 104.			
NUR 105 Nursing Seminar			(3-0-0-3)
This course provides opportunity for exploring the roles and responsibilities of the practical, technical, and professional nurse within an ever-changing health care system. Major emphasis is on standards of nursing, current issues and trends in nursing, professional organizations, and employment opportunities. History of nursing as well as legal and ethical responsibilities of the nurse are presented. Continuing education opportunities and responsibilities are stressed.			
Prerequisite: NUR 101, NUR 103.			
Corequisite: None.			
NUR 107 Pharmacology			(3-0-0-3)
This course is designed to assist students in acquiring knowledge and skills that are basic to safe, intelligent administration of drugs. Emphasis will be placed on classification, therapeutic and adverse effects and laws regarding legal use of drugs.			
Prerequisite: NUR 101.			
Corequisite: None.			
NUR 202 Maternal-Child Nursing II			(6-0-0-6)
Designed to provide theoretical knowledge concerning the more complex problems of obstetrical and pediatric patients. Emphasis is placed on the nursing process utilizing the concepts of family-centered nursing and health teaching. Nutrition and pharmacology are integrated.			
Prerequisite: NUR 102.			
Corequisite: NUR 202P.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
NUR 202P Maternal-Child Nursing II Clinical Continued opportunities to demonstrate increasing ability to assess needs, plan, implement and evaluate nursing care of obstetrical and pediatric patients experiencing complex health problems. Growth and development concepts as well as anatomy and physiology are incorporated in the nursing care plan. The obstetrical units, newborn nursery, and pediatric units of the affiliating agencies will be used for directed experiences. An observational experience in a long term care facility is included. Prerequisite: NUR 102P. Corequisite: NUR 202.	(0-0-12-4)	
NUR 203 Medical-Surgical Nursing III This advanced medical-surgical nursing course is designed to build upon concepts presented in previous medical-surgical nursing courses. Critical care nursing is introduced. Complex and difficult problems associated with diseases and disorders are included. The nurse's role in emergency and disaster situations is introduced. Emphasis is placed on an in-depth study of disorders associated with neurological, renal and immune systems. Care of the patient with cardiac arrhythmias, respiratory failure, and burns is stressed. Continued emphasis is placed on patient/family teaching and health promotion. Prerequisite: NUR 104. Corequisite: NUR 203P.	(7-0-0-7)	
NUR 203P Medical-Surgical Nursing III Clinical This course runs concurrently with Medical-Surgical Nursing III. It allows for the synthesis of nursing concepts presented in the concurrent course and previous medical-surgical nursing courses. Application of the nursing process to difficult and complex problems of selected medical-surgical patients is provided. Observational learning experiences are provided in the emergency departments and intensive care units of the affiliating hospitals. Prerequisite: NUR 104P. Corequisite: NUR 203.	(0-0-12-4)	
NUR 206 Psychiatric Nursing This course focuses on a humanistic framework in providing nursing care for clients with various psychiatric disorders. Emphasis is placed on the student gaining increased insight into his/her own feelings and behavior, thereby promoting more complete understanding of the feelings and behavior of clients. The DSM III diagnostic classification system and pharmacologic therapy are presented with emphasis on nursing implications. Prerequisite: NUR 203. Corequisite: NUR 206P.	(6-0-0-6)	
NUR 206P Psychiatric Nursing-Clinical This clinical course focuses on utilization of the nursing process in the care of individuals requiring intervention for aberrant behavior. Objective-centered experiences are planned for inpatient psychiatric facilities. Emphasis is on the collection and interpretation of data, formulation of therapeutic interpersonal skills, and collaboration with health team members. The intent of the course is to promote increased competence in observing behavior and increased awareness of the mental health-illness continuum. Prerequisite: NUR 203P. Corequisite: NUR 206.	(0-0-12-4)	
NUR 207 Nursing Problems Nursing Problems is designed to aid the student in the transition from student to graduate nurse. Emphasis is placed upon assuming increased responsibilities in caring for clients with more complex health problems. Leadership skills and role clarification of various team members is included. Prerequisite: All NUR courses. Corequisite: NUR 207P.	(6-0-0-3)	

	Hours Per Week Lec.	Lab	Quarter Hours Credit
NUR 207P Nursing Practicum	(0-0-18-3)		
This course provides clinical opportunities for the student to apply the nursing process to selected clients in medical surgical units who require more complex technical skills and planning expertise. Emphasis is placed upon transition from student to graduate nurse via supervised leadership opportunities within the clinical setting and through presentation of hypothetical leadership situations during clinical conferences.			
Prerequisite: All NUR courses.			
Corequisite: NUR 207.			
NUT 102 Nutrition for Young Children	(3-2-0-4)		
This course is the study of basic nutrition with emphasis on methods of helping young children and their families learn nutritional concepts and on planning balanced diets for preschool children.			
NUR 106 Basic Nutrition	(3-0-0-3)		
An introduction to basic nutrition and diet therapy, beginning with fundamental components of food and their relationship to normal body structure and function. It continues with meeting nutritional needs of individuals at various stages of life cycles and various states of health. Therapeutic hospital diets are presented and the role of the nurse in diet therapy is stressed.			
Prerequisite: None.			
Corequisite: None.			
ORI 100 Freshman Orientation	(1-0-1)		
This course is designed to acquaint the student with the philosophy, purpose, and objectives of the College, as well as the resources and regulations provided to aid the student in responding effectively in a learning environment. The content will include basic study skills and introduction to the pertinent functional areas of the school that are relevant to the student such as: financial assistance, library, student government, student services, job placement, counseling, and continuing education.			
PHO 108 Darkroom Basics	(2-4-3)		
An introduction to basic darkroom procedures. Students will learn to develop exposed black and white film they have taken and to produce black and white prints from the negatives. Students will learn to mix and prepare chemicals for developing.			
PHO 116 Basic Photography	(2-4-3)		
An introduction to the field of photography, photographic equipment, and materials. A study of the fundamental techniques of the camera and its expression possibilities in relation to the field of design and visual communications.			
PHO 140 Portrait Photography	(2-4-3)		
Techniques in photographing individuals, groups and animals in posed pictures, indoor and outdoor. Emphasis is placed on creative aspects.			
PHO 141 Advanced Portrait Photography	(2-4-3)		
Advanced techniques in photographing individuals and groups indoors and out. Most emphasis will be placed on the use of natural light, environmental aspects of outdoor portraiture, and the refining of poses and composition. Students will also be instructed in the techniques of producing finished prints, including spotting, retouching and general print enhancement.			
Prerequisite: PHO 140.			
PHO 217 Photography Techniques	(2-4-3)		
Advanced projects will require an in-depth study and use of filters, along with such contemporary techniques as solarization, posterization, photograms, and other experimental effects. Emphasis will be placed on creative aspects.			

PHO 225 Photo Oil Tinting and Print Finishing I (2-4-3)

Emphasis is on the introduction of photographic light oil techniques. The use of the color wheel and mixing of colors to modify intensity and values. Brush application of photo oil paint in light oil cotton rubdown for transparent color is introduced and practiced.

PHO 226 Photo Oil Tinting and Print Finishing II (1-3-2)

This course emphasizes print spotting, light oil, and brush background.

PHO 230 Photo Oil Tinting and Print Finishing III (2-4-3)

This course specializes in restoration of damaged and faded photos. Glossy black and white copies are reworked with spray spotone, pencil, pastel and oil paints.

PHO 235 Commercial Photography (2-4-3)

This course introduces the student to "Table Top" photography and familiarizes the student with view camera operations and techniques. Commercial pricing, marketing techniques and business aspects of commercial photography are also covered.

PHY 101 Physics: Properties of Matter (3-2-4)

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.

Prerequisite: None.

PHY 102 Physics: Work, Energy, Power (3-2-4)

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their application are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.

Prerequisite: MAT 101, PHY 101.

PHY 104 Physics: Light & Sound (3-2-4)

A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination, and the principles involved in optical instruments. Application is stressed throughout.

Prerequisites: MAT 101, PHY 101.

POL 102 The National Government (5-0-5)

English and colonial background, the Articles of Confederation, and the framing of the Federal constitution. The nature of the Federal union; states' rights, federal powers, and the political parties. The general organization and functioning of the national government.

Prerequisite: None.

POL 103 State and Local Government (5-0-5)

A study of state and local government, state-federal interrelationship, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention is given to North Carolina.

Prerequisite: None.

PSY 102 Principles of Psychology (5-0-5)

A study of the various fields of psychology; the developmental process, motivation, emotion, frustration, and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics, to problems of study, self-understanding, and adjustment to the demands of society.

Prerequisite: None.

	Hours Per Week Lec. Lab	Quarter Hours Credit
PSY 103 Adolescent Psychology		(5-0-5)
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents. Prerequisite: PSY 102 or PSY 201.		
PSY 115 Child Growth & Development		(3-0-0-3)
A detailed study of the developmental sequence of the prenatal and early childhood periods, with emphasis on developmental influences and conditions necessary for optimal development of individuals. Prerequisite: PSY 102.		
PSY 116 Child Growth & Development II		(3-0-0-3)
A detailed study of the developmental sequence during the middle childhood period. Emphasis is given to factors influencing development: the importance of experiences in establishing patterns of behavior attitudes; interpersonal skills; language usage; and the relationship of middle childhood to later realization of potential. Prerequisite: PSY 102.		
PSY 118 Growth and Development		(3-0-3)
Prenatal, infancy, childhood, adolescence, adulthood and senescence are revealed in this study of human development. Both physiological and psychosocial concepts are included. Prerequisite: PSY 106.		
PSY 120 Behavioral Management & Guidance		(3-0-0-3)
This course is designed to assist the child care worker in guiding children of all ages to reduce discipline problems. An in-depth study of laws that regulate discipline will create awareness among students enrolled. Case studies of specific discipline problems will be analyzed for the legal implications. Understanding behavior according to different age groups will be studied. Students will study techniques used in guiding behavior for individuals and groups. methods of managing group behavior will be studied. Unacceptable methods of discipline will be discussed indepth, such as child abuse, etc.		
PSY 201 General Psychology		(3-0-3)
An introduction to the science of behavior including the study of heredity, maturation, learning and remembering, perception, motivation, environment and normal/abnormal personality. Prerequisite: None.		
PSY 206 Applied Psychology		(3-0-3)
A study of the principles of psychology that will be of assistance in the understanding of the inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.		
PSY 226 Abnormal Psychology		(3-0-3)
A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed. Prerequisites: PSY 106 and PSY 118.		

RDT 100 Medical Terminology (2-0-0-2)

A study of the written and spoken language of medicine. The student will build a medical vocabulary and become knowledgeable of practices in medicine. Word elements, symbols, abbreviations and application of the terminology used in Radiology will be stressed.

Prerequisite: None.

RDT 101 Orientation, Radiation Protection and Professional Ethics (3-0-0-3)

The student will receive an overall view of the Radiologic Technology profession and become familiar with the general structure of medicine. Sound ethical principles, responsibilities and attitudes required to become a member of the paramedical profession will be discussed. A thorough study of the principles of radiation protection to include: interactions, exposure quantities, biological effects, MPD, patient and personnel protection.

Prerequisite: None.

RDT 101C Clinical Practicum I (0-0-9-3)

Practical experience in the clinical area will include: processing of radiographs and general darkroom duties, office procedures and basic patient care techniques. Application of positioning of the chest, upper and lower extremities and simple principles of exposure will be practiced after achieving competency level in classroom laboratory. Proper methods of patient transportation and handling to provide maximum safety to patient and worker will be emphasized. Film critique sessions and review of radiation protection classes will be scheduled. Direct supervision will be maintained.

Prerequisite: None.

RDT 102 Radiographic Techniques (5-2-0-6)

A study of positioning of the appendicular skeleton and positioning terminology. An introduction to basic darkroom and radiographic exposure principles will be included. The fundamentals of Upper Gastrointestinal and Gallbladder procedures will be incorporated. Shielding and radiation protection related to the above positioning procedures will be integrated. The energized lab will be utilized.

Prerequisite: None.

RDT 102C Clinical Practicum II (0-0-15-5)

Practical experience in the clinical area will assist the student in improving basic positioning skills of the appendicular skeleton, shoulder and pelvic girdle. The student will observe and practice contrast procedures (U.G.I., G.B., I.V.P.) and relative positioning. Thoracic, lumbar, sacro-coccygial, clavicle, scapula, pelvis, hip, femur, knee and patella will be taught in the clinical setting. Regular film critique and radiation protection lessons will be taught. Direct supervision will be maintained.

Prerequisites: RDT 102, RDT 101C.

RDT 103 Pharmacology (4-2-0-5)

This course involves a thorough study of contrast media utilized by the Radiologic Technologist and the reactions related to their use. Legal implications is included. Procedures involving ingestion or injection of a contrast medium will be carefully examined, including positioning and topographic anatomy of the part. Radiographic positioning necessary to perform x-ray examinations of the axial skeleton will be studied and practiced. The energized lab will be utilized.

Prerequisites: RDT 102, RDT 102C, BIO 108.

RDT 103C Clinical Practicum III (0-0-15-5)
 Practical experience in the clinical area with emphasis on standard skull and cervical spine positioning. A continuation of position skills to include B.E. and ribs and sacroiliac joints. Sterile tray preparation and surgical techniques will be included. The student will assist the radiologist during flourosopic procedures and will, under direct supervision, position the patient for contrast radiographs. Clinical experiments related to classroom theory will be performed in the energized lab. Film evaluations will be performed. Direct supervision will be maintained.
 Prerequisites: RDT 102C, RDT 103, PHY 106.

RDT 104 Basic Health Care (1-2-0-2)
 Course is designed to develop basic nursing skills. Emphasis is made on the role of the radiologic technologist with patients in emergency and critical situations. Theory and practice of artificial respiration, cardiac massage, sterile technique, isolation procedures, I.V. punctures will be taught. Students will not inject contrast during the 24-month training period.
 Prerequisites: RDT 102, BIO 109.

RDT 104C Clinical Practicum IV (0-0-30-10)
 The student will spend the Summer quarter attaining confidence and proficiency in clinical examinations studied during the past three quarters. Surgical and Radiation Therapy rotation will be scheduled. Positioning of facial, nasal and sinus radiography will be taught in the first half of quarter. Stero-clavicular and acromio-clavicular joints, sternum, lordotic chest and pelvintery will be taught the second half of quarter. A "Fluoro day" will be incorporated. Film evaluations will be performed and direct supervision will be maintained. Quality control area will be explored.
 Prerequisites: RDT 105, RDT 103C, PHY 107, RDT 104.

RDT 105 Principles of Exposure (4-2-0-5)
 A study of radiographic exposure principles essential to the formation of a diagnostic radiograph. Radiographs which deal with the various principles will be made and explained by the student. Radiographic positioning of the skull, sinuses, facial bones and nasal bones will be included.
 Prerequisites: RDT 103, RDT 103C, BIO 109.

RDT 107 Radiographic Seminar I (1-0-0-1)
 A seminar based on the actual clinical experiences of students. Sharing of learned knowledge, enlightening and unknowing situations which will enhance student's overall progress. Classroom instruction for problem areas involving positioning, technical factors, patient care, radiation protection, etc. exposed in seminar will be taught.
 Prerequisites: RDT 105, RDT 105C, PHY 107.

RDT 111 Physics I (2-2-0-3)
 A study of the fundamental concepts of electricity including static electricity, magnetism, the production of direct and alternating current, Ohm's Law and the principles of series and parallel circuits. Laboratory experiments give the student the opportunity to prove the fundamental laws of electricity and magnetism.
 Prerequisite: MAT 105.

RDT 112 Physics II (4-2-0-5)
 This course furthers the study of electrical concepts as they relate to radiology. Basic principles underlying the operation of x-ray equipment and auxiliary devices are taught as well as the production and properties of x-radiation.
 Prerequisite: RDT 111.

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
RDT 201 Imaging I			(3-2-0-4)
This course involves a study of advanced physics and x-ray circuitry. The student will gain a thorough knowledge of the manipulation of exposure factors through the completion of theory and mathematical problems. Advanced principles of exposure will be studied. An indepth study of grids and screens along with principles of the darkroom and latent image formation will be discussed.			
Prerequisites: RDT 104C, RDT 107.			
RDT 201C Clinical Practicum V			(0-0-24-8)
Practical experience in the clinical area with special emphasis on the C-Arm and technical factors relating to body parts. Rotations into C.T., Sopnics and Nuclear Medicine will begin during this quarter. Advanced film evaluations and physics projects will be presented. Clinical supervision will be maintained.			
Prerequisites: RDT 104C, RDT 107.			
RDT 202 Special Radiographic Procedures			(3-0-0-3)
The student will study the specialized and highly technical procedures in Radiology. Specific accessories and equipment, the different types and complications of contrast material used in special procedures will be discussed. Cinefluorography and rapid film changes and their part in vascular and neuroradiography will be emphasized. Emergency and trauma work, CT Scanning, and vascular radiography will be studied.			
Prerequisite: RDT 201.			
RDT 202C Clinical Practicum VI			(0-0-24-8)
Practical experience in the clinical area with emphasis on special skull procedures (Mayer, Law, etc.). Pediatric and special procedure projects will be a follow-up of classroom discussion. Specialty rotations will continue. Film evaluations and clinical supervision will be maintained.			
Prerequisites: RDT 201, RDT 201C.			
RDT 203 Radiographic Imaging II			(4-0-0-4)
This course will be a continuation of the concepts and principles in advanced radiologic physics. An indepth study of fluoroscopy, image intensifier, cineflorography, T.V., Tomography, Stereoscopy and other advanced technical area will be discussed.			
Prerequisite: RDT 201, RDT 201C.			
RDT 203C Clinical Practicum VII			(0-0-24-8)
Practical Experience in the clinical setting will involve rotations through quality control area of the hospital. The student will perform a "trauma" series on the "dry skull." Projects relative to didactic studies and the clinical area will be preformed. Specialty rotations will continue. Clinical experience will be adjusted to areas in which the student has exhibited specific weaknesses. Film critique sessions will be held. Clinical supervision will be maintained.			
Prerequisites: RDT 202C, RDT 203.			
RDT 204 Quality Assurance			(1-0-0-1)
The student will perform quality assurance tests which will help to produce the highest quality radiographs with the lowest possible repeat rate, this reducing radiation exposure to patients and personnel. QA equipment will be demonstrated and student lab projects performed and evaluated.			
Prerequisites: BIO 208, RDT 205.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
RDT 204C Clinical Practicum VIII		(0-0-30-10)
Practical experience in the final clinical quarter will give the student an opportunity to refine the cumulative skills and techniques of general diagnostic radiographic and fluoroscopic procedures. Competencies must be successfully completed for all routine radiologic procedures, along with completion of patient procedures. Film reject analysis will be performed by the student. An exit physical must be completed prior to graduation.		
Clinical supervision will be maintained.		
Prerequisites: RDT 205, RDT 203C.		
RDT 205 Radiobiology		(2-0-0-2)
A study of radiation biology to include: background radiation, effects of irradiation upon the cell, tissue response to radiation and the overall effects of ionizing radiation in the biological system. Fundamental principles of radiation therapy will be discussed. An extension of the clinical rotation in radiation therapy will be incorporated.		
Prerequisites: RDT 203, RDT 202C.		
RDT 207 Radiographic Seminar II		(5-0-0-5)
The seminar will be spent reviewing the past seven quarters of didactic materials, and incorporating skill-oriented testing. Advanced positioning techniques will be discussed.		
Prerequisites: RDT 205, RDT 204C.		
SOC 101 Sociology I (Introduction to Sociology)		(3-0-3)
A study of the fundamental principles and concepts of sociology, with emphasis on contemporary American institutions in relation to technological change, ethnic groups, population trends and social control.		
Prerequisite: None.		
SOC 102 Principles of Sociology		(5-0-5)
In this introduction to the principles of sociology, an attempt is made to provide an understanding of culture, collective behavior, community life, and social change.		
Prerequisite: None.		
SOC 103 Sociology of Social Problems		(3-0-3)
Special emphasis is given to the nature, extent, causes, and consequences of social problems in the United States.		
Prerequisite: None.		
SOC 108 Community Resources		(3-0-0-3)
A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service institutions. A practicum experience is closely correlated with this course.		
SOC 203 Marriage and the Family		(3-0-3)
A study of dating relationships and preparation for marriage, continuing to an examination of the marriage process, stressing individual responsibility in making marriage and parenthood meaningful.		
SOC 215 Interpersonal Relationships and Communication		(3-0-0-3)
A basic course dealing with the interpersonal and communication skills utilized in helping relationships. Examination is made of barriers which prohibit communication and hamper the helping process. Students will learn techniques of interviewing for specific purposes and acquire basic abilities in working with people.		

VOCATIONAL EDUCATION

DIPLOMA PROGRAMS

PURPOSE

The vocational curricula offered at Johnston Community College are designed to prepare individuals with the necessary education to seek employment opportunities in the service area of the College. These basic curricula are one full year in length and require approximately 30 to 33 hours of study per week on a full-time schedule.

In each curriculum, emphasis is placed on the development of skills which are associated with that occupation. In addition, the development of the total individual is enhanced through required courses in related subject areas which include communication skills and human relations.

Air Conditioning, Heating, and Refrigeration

Auto Body Repair

Automotive Mechanics

Cosmetology

Diesel Vehicle Maintenance

Digital Electronic Repair

Early Childhood Associate

Electrical Installation and Maintenance

Foodservice Specialist

Home and Family Living Specialist

Machinist

Plumbing

Retail Floriculture

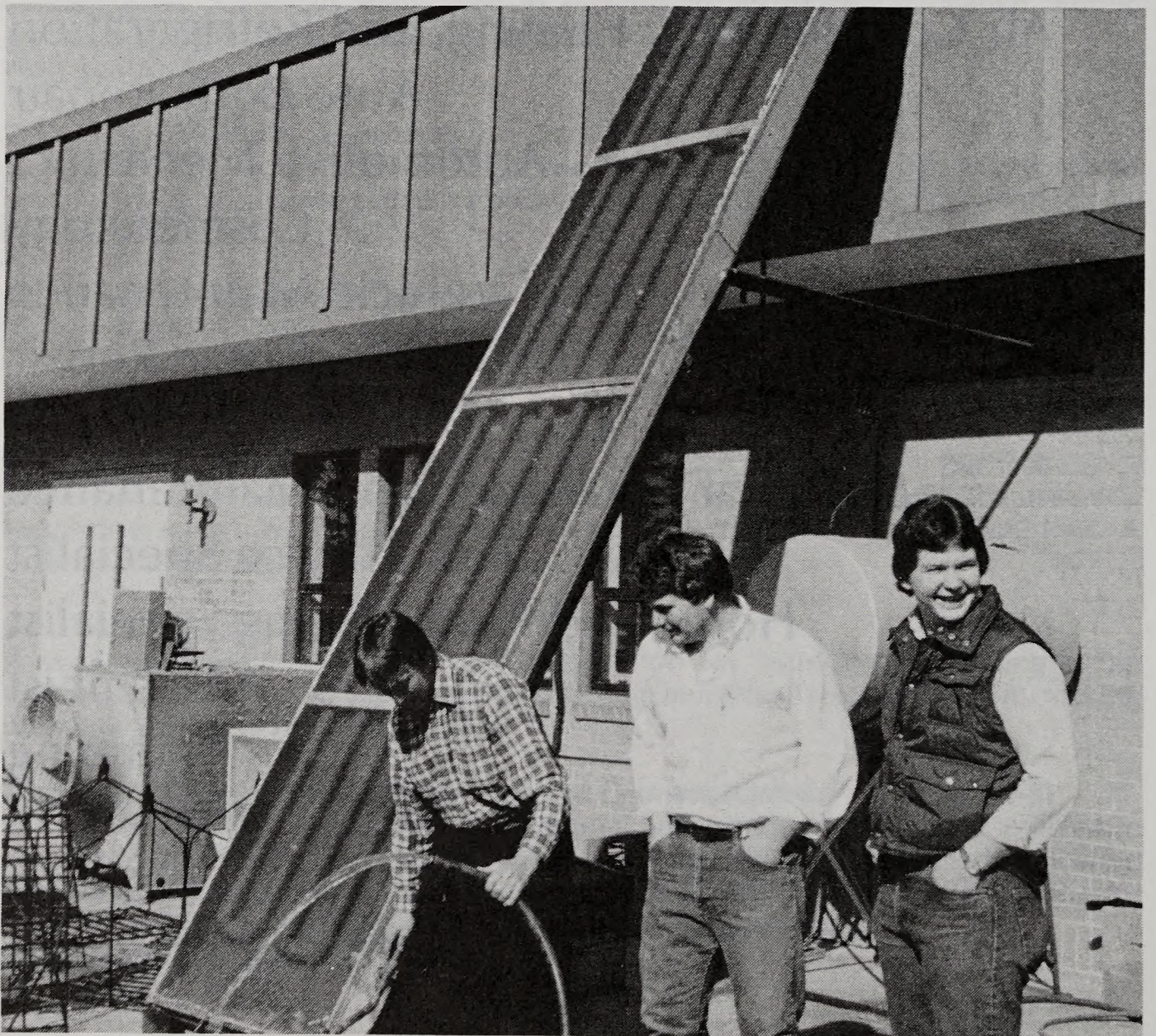
Welding

Certificate Programs

AIR CONDITIONING, HEATING, AND REFRIGERATION

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.



AIR CONDITIONING, HEATING, AND REFRIGERATION

V-024

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
AHR	1116	Oil Burner Installation & Service	3	9	6
ELC	1101	Basic Electricity	3	3	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			14	14	19
Second Quarter					
AHR	1121	Principles of Refrigeration	3	12	7
DFT	1101	Schematics and Diagrams	3	0	3
ELC	1102	Applied Electricity	2	3	3
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			10	18	16
Third Quarter					
AHR	1123	Principles of Air Conditioning	3	9	6
AHR	1128	Automatic Controls I	2	6	4
AHR	1125	Balancing and Calibration of Systems and Controls	3	3	4
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			11	18	17
Fourth Quarter					
AHR	1109	Job Planning and Estimating	3	0	3
AHR	1126	All Year Comfort Systems	2	6	4
AHR	1130	Automatic Controls II	2	3	3
AHR	1144	Trouble Shooting	3	6	5
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			13	15	18
Total			48	65	70

AIR CONDITIONING, HEATING, AND REFRIGERATION

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
AHR	1116	Oil Burner Installation & Service	<u>3</u>	<u>9</u>	<u>6</u>
			3	9	6
Second Quarter					
ELC	1101	Basic Electricity	3	3	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	5	13
Third Quarter					
AHR	1121	Principles of Refrigeration	3	12	7
Fourth Quarter					
DFT	1101	Schematics and Diagrams	3	0	3
ELC	1102	Applied Electricity	2	3	3
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			7	6	9
Fifth Quarter					
AHR	1123	Principles of Air Conditioning	3	9	6
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Sixth Quarter					
AHR	1128	Automatic Controls I	2	6	4
AHR	1125	Balancing and Calibration of Systems and Controls	<u>3</u>	<u>3</u>	<u>4</u>
			5	9	8
Seventh Quarter					
AHR	1109	Job Planning and Estimating	3	0	3
AHR	1126	All Year Comfort Systems	2	6	4
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			8	6	10
Eighth Quarter					
AHR	1130	Automatic Controls II	2	3	3
AHR	1144	Troubleshooting	<u>3</u>	<u>6</u>	<u>5</u>
			5	9	8
Total			48	65	70

AUTO BODY REPAIR

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

AUTO BODY REPAIR

V-001

(Diploma Programs)

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
AUT	1111	Auto Body Repair I	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			11	17	17
Second Quarter					
AUT	1112	Auto Body Repair II	3	12	7
WLD	1105	Auto Body Welding	1	3	2
DFT	1101	Schematics and Diagrams	3	0	3
PHY	1102	Applied Science	3	2	4
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			12	17	18
Third Quarter					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	3	9	5
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			12	21	18
Fourth Quarter					
AUT	1114	Body Shop Application	4	21	11
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			7	21	14
Total			42	76	68

AUTO BODY REPAIR (Certificate Program) Arrangement for Evening Program

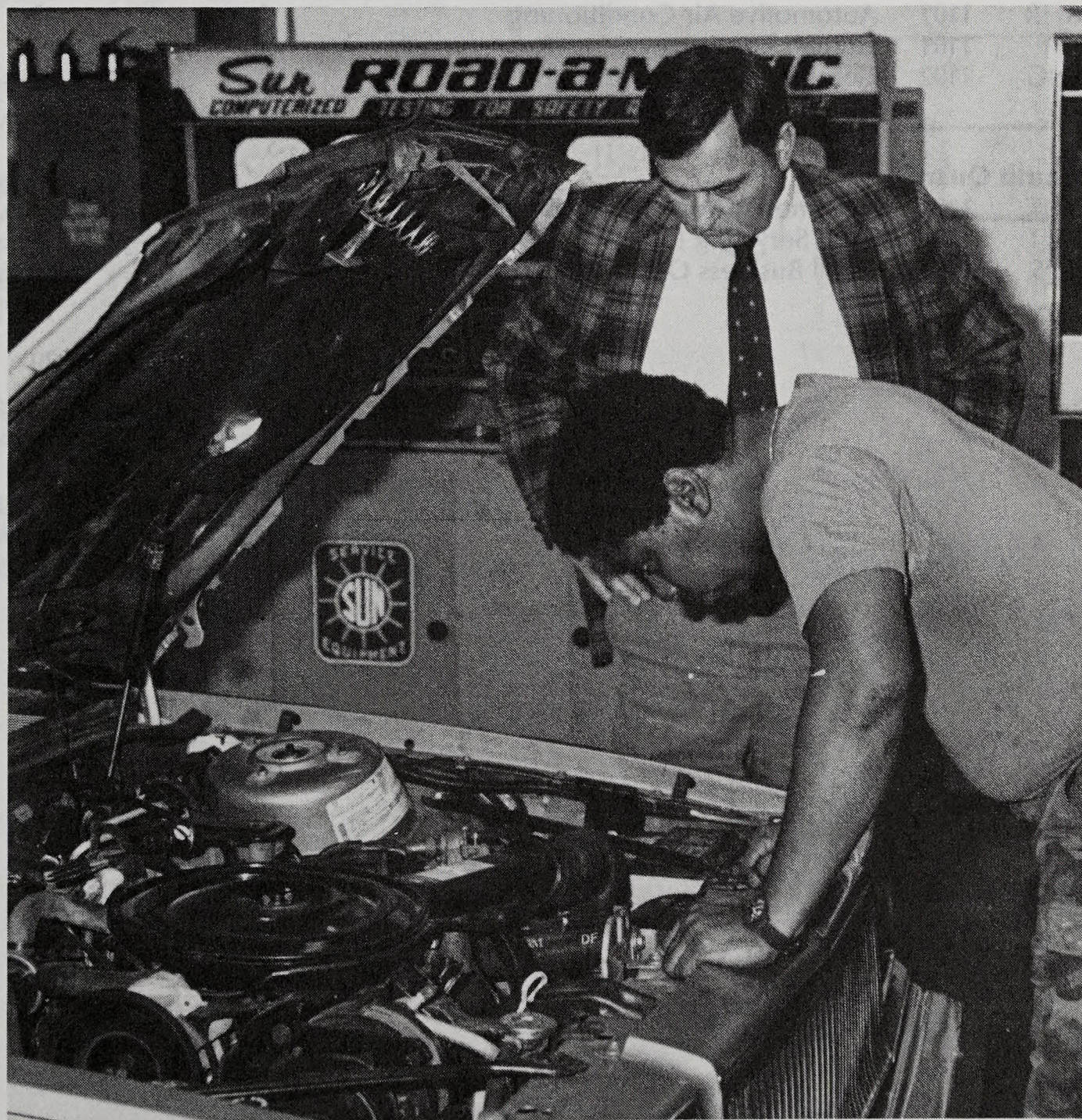
			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
AUT	1111	Auto Body Repair I	3	12	7
Second Quarter					
AUT	1112	Auto Body Repair II	3	12	7
Third Quarter					
AUT	1113	Metal Finishing and Painting	3	12	7
Fourth Quarter					
AUT	1115	Trim, Glass and Radiator Repair	3	9	6
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			3	12	7
Fifth Quarter					
AUT	1114A	Body Shop Application	2	9	5
WLD	1105	Auto Body Welding	<u>1</u>	<u>3</u>	<u>2</u>
			3	12	7
Sixth Quarter					
AUT	1114B	Body Shop Application	2	12	6
Total			17	72	41



AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.



AUTOMOTIVE MECHANICS

V-003

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
PME	1101	Internal Combustion Engines	3	15	8
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1101	Schematics and Diagrams	3	0	3
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			14	17	20
Second Quarter					
PME	1103	Automotive Fuel and Emissions Systems	3	6	5
PME	1104	Automotive Engine and Electrical and Electronic Systems	3	12	7
PHY	1102	Applied Science	3	2	4
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			11	20	18
Third Quarter					
AUT	1123	Brakes, Chassis & Suspension Systems	3	12	7
AHR	1101	Automotive Air Conditioning	2	3	3
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
Fourth Quarter					
AUT	1124	Automotive Power Train Systems	3	12	7
AUT	1125	Auto Servicing I	3	9	6
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			9	21	16
Total			45	73	70

AUTOMOTIVE MECHANICS

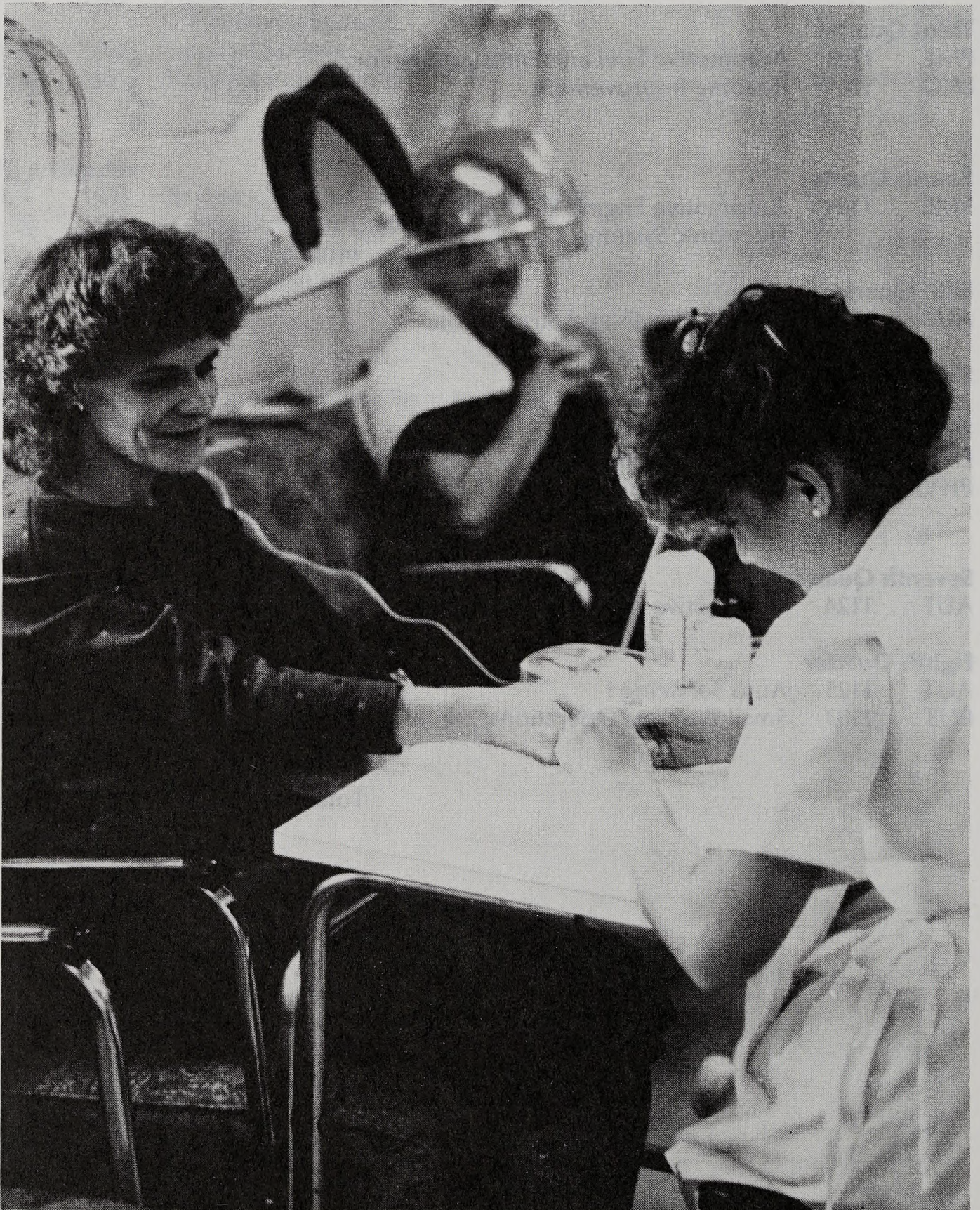
Arrangement for Evening Programs

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
PME	1101A	Internal Combustion Engines	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1101	Schematics and Diagrams	<u>3</u>	<u>0</u>	<u>3</u>
			11	6	13
Second Quarter					
PME	1101B	Internal Combustion Engines	1	9	4
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			4	11	8
Third Quarter					
PME	1103	Automotive Fuel and Emission Systems	3	6	5
ENG	1101	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			5	6	7
Fourth Quarter					
PME	1104	Automotive Engine Electrical and Electronic Systems	3	12	7
Fifth Quarter					
AUT	1123	Brakes, Chassis and Suspension	3	12	7
Sixth Quarter					
AHR	1101	Automotive Air Conditioning	2	3	3
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			11	5	13
Seventh Quarter					
AUT	1124	Automotive Power Train Systems	3	12	7
Eighth Quarter					
AUT	1125	Auto Servicing I	3	9	6
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Total			45	73	70

COSMETOLOGY

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Art, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.



COSMETOLOGY

V-009

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
COS	1001	Scientific Study I	5	0	5
COS	1011	Mannequin Practice	0	24	8
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			8	24	16
Second Quarter					
COS	1002	Scientific Study II	5	0	5
COS	1022	Clinical Application I	0	24	8
MAT	1120	Basic Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
Pre: COS 1001, 1011, PSY 1101			8	24	16
Third Quarter					
COS	1003	Scientific Study III	5	0	5
COS	1033	Clinical Application II	0	24	8
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
Pre: COS 1002, 1022, MAT 1120			8	24	16
Fourth Quarter					
COS	1004	Scientific Study IV	5	0	5
COS	1044	Clinical Application III	0	24	8
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
Pre: COS 1002, 1033, ENG 1102			8	24	16
Diploma Exit Point Total (1276 Contact Hours in Cosmetology)			32	96	64
Fifth Quarter					
COS	1005	Scientific Study V	5	0	5
COS	1055	Clinical Application IV	<u>0</u>	<u>24</u>	<u>8</u>
Pre: COS 1004, 1044, BUS 1103			5	24	13
Advanced Diploma Exit Point Total (1595 Contact Hours in Cosmetology)			37	120	77

After completion of 1200 hours and completion of the required North Carolina performances, a student is eligible for the state board exam. After passing the exam and paying the required fee, the student must work a six month apprenticeship.

After a student has completed 1500 hours in school, the apprenticeship requirement is waived. A student may take the state board exam and receive a registered Cosmetology license upon passing the exam and paying the required fee.

BEGINNERS' DEPARTMENT

Students shall spend three hundred (300) hours in this department before entering the advanced department and shall not work on members of the public during this 300 hours. The hours earned in this department shall be devoted to Scientific Study and Mannequin Practice (First Quarter). Manicuring practice in this department shall be done on the students enrolled in the school during the first 300 hours.

ADVANCED DEPARTMENT

The hours earned in the Advanced Department shall be devoted to the second, third, fourth, and fifth quarter studies and live model performance completions. Work in this department may be done on the public. Students with less than 300 hours shall not work in this department.

COSMETOLOGY

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
COS	1001A	Scientific Study I	3	0	3
COS	1011A	Mannequin Practice	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7
Second Quarter					
PSY	1101	Human Relations	3	0	3
COS	1001B	Scientific Study I	2	0	2
COS	1011B	Mannequin Practice	<u>0</u>	<u>12</u>	<u>4</u>
			5	12	9
Third Quarter					
COS	1002A	Scientific Study II	3	0	3
COS	1022A	Clinical Application I	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7
Fourth Quarter					
MAT	1120	Basic Mathematics	3	0	3
COS	1002B	Scientific Study II	2	0	2
COS	1022B	Clinical Application I	<u>0</u>	<u>12</u>	<u>4</u>
			2	12	6
Fifth Quarter					
COS	1003A	Scientific Study III	3	0	3
COS	1033A	Clinical Application II	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7
Sixth Quarter					
ENG	1102	Communication Skills	3	0	3
COS	1033B	Clinical Application II	0	12	4
COS	1033B	Scientific Study III	<u>2</u>	<u>0</u>	<u>2</u>
			5	12	9
Seventh Quarter					
COS	1004A	Scientific Study IV	3	0	3
COS	1044A	Clinical Application III	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7
Eighth Quarter					
BUS	1103	Small Business Operations	3	0	3
COS	1004B	Scientific Study IV	2	0	2
COS	1044B	Clinical Application III	<u>0</u>	<u>12</u>	<u>4</u>
			5	12	9
Ninth Quarter (Optional)					
COS	1005A	Scientific Study V	3	0	3
COS	1055A	Clinical Application IV	<u>0</u>	<u>12</u>	<u>4</u>
			3	12	7
Tenth Quarter (Optional)					
COS	1005B	Scientific Study V	2	0	2
COS	1055B	Clinical Application IV	<u>0</u>	<u>12</u>	<u>4</u>
			2	12	6

Credit Hours 74

Total Contact Hours 1594

NOTE: VA will approve 1500 hours of Cosmetology work only.

DIESEL VEHICLE MAINTENANCE

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electrical generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

DIESEL VEHICLE MAINTENANCE

V-013

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
DSE	1101	Diesel Engines I	4	12	8
DSE	1104	Diesel Electrical Systems	3	9	6
PHY	1101	Applied Science	3	2	4
MAT	1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			15	23	23
Second Quarter					
DSE	1102	Diesel Engines II	3	9	6
DSE	1103	Diesel Fuel Systems	<u>3</u>	<u>9</u>	<u>6</u>
			6	18	12
Third Quarter					
DSE	1144	Brakes, Pneumatics, and Hydraulic Systems	3	9	6
DSE	1154	Diesel Tune-Up & Trouble Shooting	2	6	4
DSE	1156	Diesel Servicing	3	6	5
PHY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			14	21	21
Fourth Quarter					
DSE	1142	Suspension and Power Trains	3	12	7
WLD	1129	Basic Welding	2	3	3
AHR	1102	Air Conditioning (Truck)	2	3	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			10	18	16
Total			45	80	72

DIESEL VEHICLE MAINTENANCE

Arrangement for Evening Programs

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
DSE	1101A	Diesel Engines I	2	6	4
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Second Quarter					
DSE	1101B	Diesel Engines I	2	6	4
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Third Quarter					
DSE	1104	Diesel Electrical Systems	3	9	6
Fourth Quarter					
DSE	1102	Diesel Engines II	3	9	6
Fifth Quarter					
DSE	1103	Diesel Fuel Systems	3	9	6
Sixth Quarter					
DSE	1144	Brakes, Pneumatics, and Hydraulic Systems	3	9	6
Seventh Quarter					
DSE	1154	Diesel Tune-Up and Trouble Shooting	2	6	4
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Eighth Quarter					
DSE	1142A	Suspension and Power Trains	2	6	4
WLD	1129	Basic Welding	<u>2</u>	<u>3</u>	<u>3</u>
			4	9	7
Ninth Quarter					
DSE	1142B	Suspension and Power Trains	1	6	3
AHR	1102	Air Conditioning (Truck)	<u>2</u>	<u>3</u>	<u>3</u>
			3	9	6
Tenth Quarter					
DSE	1156	Diesel Servicing	3	6	5
Eleventh Quarter					
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			8	2	9

DIGITAL ELECTRONIC REPAIR

The Digital Electronic Repair curriculum provides the necessary electronics training for the repair of electronic circuits in computers. This program teaches the technical knowledge and mechanical skills necessary to locate a defective circuit board in a computer, and to locate and replace defective components on the circuit board.

The Digital Electronic Repair graduate should be qualified to locate and repair defective electronic circuits in computers.

DIGITAL ELECTRONIC REPAIR

V-113

Curriculum By Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ORI	1000	Orientation	1	0	1
MAT	1115	Electrical Mathematics	5	0	5
ELC	1107	D.C. Fundamentals	3	6	5
ELC	1106	Practical Laboratory Techniques	1	6	3
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			15	14	20
Second Quarter					
MAT	1116	Electrical Mathematics	5	0	5
ELC	1108	A.C. Fundamentals	2	6	4
ELN	1155	Solid State Devices	2	6	4
PHY	1102	Applied Science	3	2	4
			12	14	17
Third Quarter					
ELN	1156	Solid State Circuits	2	6	4
ELN	1165	Introduction to Computer Logic	2	6	4
ELN	1124	Electronic Drawing	2	6	4
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	3	0	3
			12	18	18
Fourth Quarter					
ELN	1166	Fundamentals of Digital Computers	2	6	4
ELN	1140	Microcomputer Troubleshooting Techniques	2	6	4
ELN	1159	Introduction to Communication Systems	2	6	4
BUS	1103	Small Business Operations	3	0	3
			9	18	15
Total			47	64	69

DIGITAL ELECTRONIC REPAIR (Certificate Program)

Evening Program Curriculum By Quarters

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
MAT	1115	Electrical Mathematics	5	0	5
ELC	1107	D.C. Fundamentals	3	6	5
			8	6	10
Second Quarter					
ELN	1155	Solid State Devices	2	6	4
ELC	1108	A.C. Fundamentals	2	6	4
			4	12	8
Third Quarter					
ELN	1156	Solid State Circuits	2	6	4
*ELN	1165	Introduction to Computer Logic	2	6	4
			4	12	8
Fourth Quarter					
*ELN	1166	Fundamentals of Digital Computers	2	6	4
*ELN	1140	Microcomputer Troubleshooting Techniques	2	6	4
			4	12	8
Total			20	42	34

*Course substitution is allowable with departmental approval.

EARLY CHILDHOOD ASSOCIATE (Diploma)

The Early Childhood Associate curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

EARLY CHILDHOOD ASSOCIATE T-073 Curriculum by Quarters

			Hours Per Week			Quarter Credit
First Quarter			Lec.	Lab	Practicum	Hours
ENG	204	Oral Communications	3	0	0	3
PSY	102	Principles of Psychology	5	0	0	5
EDU	101	Introduction to Early Childhood Education	3	0	0	3
SOC	102	Principles of Sociology	5	0	0	5
HEA	101	Personal Hygiene and Health	3	0	0	3
			19	0	0	19
Second Quarter						
ENG	101	Grammar	3	0	0	3
PSY	115	Child Growth and Development I	6	0	0	6
EDU	208	Art Methods and Activities	3	0	0	3
HEA	110	Health and First Aid	3	0	0	3
EDU	103	Early Childhood Application I	2	2	0	3
			17	2	0	18
Third Quarter						
ENG	102	Composition	3	0	0	3
PSY	116	Child Growth and Development II	3	0	0	3
EDU	203	Exceptional Children	3	0	0	3
NUT	102	Nutrition for Young Children	3	2	0	4
EDU	115	Language Arts for Children	3	0	0	3
			15	2	0	16
Fourth Quarter						
ENG	103	Report Writing	3	0	0	3
EDU	209	Science for Young Children	3	0	0	3
PSY	120	Behavioral Management & Guidance	3	0	0	3
ENG	210	Children's Literature	3	0	0	3
EDU	104	Early Childhood Application II	3	0	10	4
			15	0	10	16

ELECTRICAL INSTALLATION AND MAINTENANCE

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

ELECTRICAL INSTALLATION AND MAINTENANCE

V-018

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ELC	1112	Electrical Theory	5	9	8
ELC	1127	Electrical Materials and Tools	0	3	1
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Mathematics I	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			15	14	20
Second Quarter					
DFT	1109	Electrical Blueprints and Layouts	3	0	3
ELC	1123	Residential Wiring I	5	6	7
ELC	1126	National Electrical Code	6	4	8
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			17	10	21
Third Quarter					
ELC	1113	Electrical Motors and Controls	7	12	11
ELC	1124	Residential Wiring II	2	6	4
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
Fourth Quarter					
BUS	1103	Small Business Operations	3	0	3
ELC	1125	Commercial/Industrial Installations	<u>8</u>	<u>18</u>	<u>14</u>
			11	18	17
Total			55	60	76

ELECTRICAL INSTALLATION AND MAINTENANCE

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ELC	1112	Electrical Theory	5	9	8
Second Quarter					
MAT	1115	Electrical Mathematics I	5	0	5
ELC	1127	Electrical Materials and Tools	0	3	1
DFT	1109	Electrical Blueprints and Layouts	3	0	3
			8	3	9
Third Quarter					
ELC	1123	Residential Wiring I	5	6	7
Fourth Quarter					
ELC	1126	National Electrical Code	6	4	8
Fifth Quarter					
ELC	1124	Residential Wiring II	2	6	4
Sixth Quarter					
ELC	1113A	Electrical Motors and Controls	3	6	5
Seventh Quarter					
ELC	1113B	Electrical Motors and Controls	4	6	6
Eighth Quarter					
ELC	1125A	Commercial/Industrial Installations	4	9	7
Ninth Quarter					
ELC	1125B	Commercial/Industrial Installations	4	9	7
Total			41	58	61

FOODSERVICE SPECIALIST

The Foodservice Specialist curriculum trains students in the art and science of quantity food preparation with particular emphasis on institutional foodservice. Using a career ladder concept, it is an open-ended curriculum allowing students more flexibility in their training. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and appreciation of food and equipment purchasing, financial control, recordkeeping, basic nutrition and menu planning and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short order cook, cook, chef's assistant, cook manager, baker, assistant baker and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, colleges, and university foodservices, school foodservice, industrial cafeterias, private clubs, airline foodservices, food processing manufacturers, foodservice contract companies and commercial restaurants.

FOODSERVICE SPECIALIST

V-053

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ENG	1102	Communication Skills	3	0	3
FSO	1101	Introduction to Food Service	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
FSO	1102	Food Preparation I	1	4	3
FSO	1103	Equipment	3	0	3
FSO	1104	Sanitation and Safety	3	0	3
			<u>18</u>	<u>4</u>	<u>20</u>
Second Quarter					
FSO	1105	Accounting-Purchasing Records	3	0	3
FSO	1106	Nutrition and Menu Planning	3	0	3
FSO	1107	Baking	1	6	4
FSO	1112	Food Preparation II	0	4	2
FSO	1130	Quantity Food Production I	2	4	4
			<u>9</u>	<u>14</u>	<u>16</u>
Third Quarter					
FSO	1108	Institutional Food Management and Preparation	2	6	5
FSO	1109	Production Management	3	0	3
FSO	1016	Baking and Cooking (Advanced)	0	12	6
FSO	1122	Food Preparation III	1	4	3
FSO	1131	Quantity Food Production II	2	4	4
			<u>8</u>	<u>26</u>	<u>21</u>
Fourth Quarter					
FSO	1017	Controlled Work Experience	0	40	4
FSO	1018	Seminar	3	0	3
PSY	1101	Human Relations	3	0	3
EGR	105	Computer Fundamentals I	1	4	3
			<u>7</u>	<u>44</u>	<u>13</u>
Total			43	88	70

HOME AND FAMILY LIVING SPECIALIST

The Home and Family Living Specialist curriculum provides training for acquiring the skills, knowledge, and attitudes necessary for performing a variety of jobs in the homemaking and homemaking consumer services field. The student is introduced to basic and advanced courses in clothing construction, nutrition, food purchase and preparation, home care, child growth and development, and personal care and first-aid. General education courses in communications skills and human relations will also be taught.

Employment opportunities are available in the housekeeping field, retail housewares, institutional foods establishments, and in the hotel-motel industry. Several specific jobs include home housekeeper, domestic cook, child monitor, interior design assistant, dressmaker, homemaker, sewing supervisor, and housewares demonstrator.

HOME AND FAMILY LIVING SPECIALIST

V-059

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
HEC	1101	Introduction to Home Economics	2	0	2
HEC	1102	Clothing Construction I	1	3	2
HEC	1103	Introduction to Foods and Nutrition	3	0	3
HEC	1104	Introduction to Interior Design	3	0	3
ENG	204	Oral Communication	3	0	3
SOC	203	Marriage and the Family	3	0	3
HEC	1107	Planning and Managing the Home	<u>1</u>	<u>3</u>	<u>2</u>
			16	6	18
Second Quarter					
HEC	1109	Clothing Construction II	1	3	2
HEC	1106	Principles of Food Preparation	2	6	4
HEC	1119	Child Care	1	3	2
HEC	1121	Economic Problems of the Family	2	2	3
BUS	232	Salesmanship	3	0	3
DMK	120	Marketing	<u>5</u>	<u>0</u>	<u>5</u>
			14	14	19
Third Quarter					
EDU	1016	Child Care Principles	3	0	3
FSO	1108	Institutional Food Management and Preparation	2	6	4
HEC	1110	Advanced Interior Design	1	3	2
PSY	1101	Human Relations	3	0	3
ENG	1103	Report Writing	3	0	3
EGR	105	Computer Fundamentals I	1	4	3
EDU	134	Health and First Aid	<u>2</u>	<u>0</u>	<u>2</u>
			15	13	20
Fourth Quarter					
HEC	1111	Clothing Construction III (Tailoring)	2	6	4
HEC	1112	Advanced Principles of Food Preparation	2	6	4
HEC	1113	Pattern Alteration and Design	1	3	2
BUS	109	Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			10	15	15
Total			55	48	72

HOME AND FAMILY LIVING SPECIALIST

V-059

Arrangement for Evening Program

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
HEC	1101	Introduction To Home Economics	2	0	2
HEC	1102	Clothing Construction I	1	3	2
ENG	204	Oral Communications	3	0	3
HEC	1103	Introduction To Foods and Nutrition	<u>3</u>	<u>0</u>	<u>3</u>
			9	3	10
Second Quarter					
HEC	1107	Planning and Managing the Home	1	3	2
HEC	1104	Introduction To Interior Design	3	0	3
EDU	134	Health and First Aid	<u>2</u>	<u>0</u>	<u>2</u>
			6	3	7
Third Quarter					
HEC	1109	Clothing Construction II	1	3	2
HEC	1119	Child Care	1	3	2
HEC	1121	Economic Problems of the Family	<u>2</u>	<u>2</u>	<u>3</u>
			4	8	7
Fourth Quarter					
HEC	1106	Principles of Food Preparation	2	6	4
SOC	203	Marriage and the Family	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Fifth Quarter					
HEC	1108	Institutional Food Management and Preparation	2	6	4
HEC	1110	Advanced Interior Design	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
Sixth Quarter					
EDU	1016	Child Care Principles	3	0	3
EGR	105	Computer Fundamentals I	1	4	3
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			7	4	9
Seventh Quarter					
HEC	1111	Clothing Construction III (Tailoring)	2	6	4
HEC	1113	Pattern Alteration and Design	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
Eighth Quarter					
HEC	1112	Advanced Principles of Food Preparation	2	6	4
BUS	109	Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			7	6	9
Ninth Quarter					
DMK	120	Marketing	5	0	5
BUS	232	Salesmanship	3	0	3
ENG	103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
			11	0	11
Total			55	48	72

MACHINIST

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

MACHINIST

V-032

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
MEC	1101	Machine Shop Theory and Practice I	3	12	7
DFT	1104	Blueprint Reading: Mechanical	3	0	3
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			14	14	19
Second Quarter					
MEC	1102	Machine Shop Theory and Practice II	3	12	7
DFT	1105	Blueprint Reading: Mechanical	3	0	3
MAT	1102	Applied Math	3	0	3
MEC	1119	Applied Metallurgy	2	3	3
MEC	1111	Numerical Control Theory and Practice II	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
Third Quarter					
MEC	1103	Machine Shop Theory and Practice III	3	12	7
ENG	1102	Communication Skills	3	0	3
MAT	1104	Trigonometry	3	0	3
PSY	1101	Human Relations	3	0	3
MEC	1111	Numerical Control Theory and Practice II	<u>2</u>	<u>6</u>	<u>4</u>
			14	18	20
Fourth Quarter					
MEC	1104	Machine Shop Theory and Practice IV	3	12	7
MAT	1123	Machinist Mathematics	3	0	3
WLD	1129	Basic Welding	2	3	3
DFT	1106	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16
Total			51	65	73

MACHINIST

Evening Schedule

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
MEC	1101A	Machine Shop Theory and Practice I	2	6	4
DFT	1104	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Second Quarter					
MEC	1101B	Machine Shop Theory and Practice I	1	6	3
MAT	1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			6	6	8
Third Quarter					
MEC	1102A	Machine Shop Theory and Practice II	1	3	2
PHY	1101	Applied Science	3	2	4
MAT	1102	Applied Math	<u>3</u>	<u>0</u>	<u>3</u>
			7	5	9
Fourth Quarter					
MEC	1102B	Machine Shop Theory and Practice II	1	3	2
DFT	1105	Blueprint Reading: Mechanical	3	0	3
WLD	1129	Basic Welding	<u>2</u>	<u>3</u>	<u>3</u>
			6	6	8
Fifth Quarter					
MEC	1102C	Machine Shop Theory and Practice II	1	6	3
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			4	6	6
Sixth Quarter					
MEC	1103A	Machine Shop Theory and Practice III	2	6	4
MEC	1110	Numerical Control Theory and Practice I	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
Seventh Quarter					
MEC	1103B	Machine Shop Theory and Practice III	1	6	3
DFT	1106	Blueprint Reading: Mechanical	3	0	3
MAT	1104	Trigonometry	<u>3</u>	<u>0</u>	<u>3</u>
			7	6	9
Eighth Quarter					
MEC	1104A	Machine Shop Theory and Practice IV	1	6	3
MEC	1119	Applied Metallurgy	<u>2</u>	<u>3</u>	<u>3</u>
			3	9	6
Ninth Quarter					
MEC	1104B	Machine Shop Theory and Practice IV	2	6	4
MAT	1123	Machinist Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Tenth Quarter					
MEC	1111	Numerical Control Theory and Practice II	2	6	4
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			5	6	7
Total			51	65	73

PLUMBING

The Plumbing and Pipefitting curriculum is designed to train individuals to repair or install plumbing systems in residences and small commercial buildings. Courses in plumbing practices and pipefitting are included to provide practical experience as well as courses in theory that one must know to advance and keep up to date with new innovations. Other courses in communication skills, physics, human relations and business operations are provided to assist the individual in occupational growth.

Plumbers are employed by contractors in the building construction fields to install pipe systems which carry water, steam, air or other liquids or gases for sanitation, heating, industrial production and various others uses. They also alter and repair existing pipe systems and install plumbing fixtures, appliances, and heating and refrigeration units.

PLUMBING V-037

Curriculum by Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
PLU	1131	Plumbing I	8	15	13
DFT	1110	Blueprint Reading	0	3	1
MAT	1101	Fundamentals of Math	<u>5</u>	<u>0</u>	<u>5</u>
			13	18	19
Second Quarter					
PLU	1132	Plumbing II	3	15	8
WLD	1101	Basic Gas Welding	0	3	1
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			8	20	15
Third Quarter					
PLU	1133	Plumbing III	5	18	11
DFT	1112	Drafting I - Plumbing	1	3	2
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			9	21	16
Fourth Quarter					
PLU	1134	Plumbing IV	3	21	10
ENG	1102	Communication Skills	3	0	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			9	21	16
Total			38	80	65

PLUMBING

Arrangement for Evening Program

Certificate

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
PLU	1131A	Plumbing I	4	9	7
DFT	1110	Blueprint Reading	<u>0</u>	<u>3</u>	<u>1</u>
			4	12	8
Second Quarter					
PLU	1131B	Plumbing I	4	6	6
MAT	1110	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			9	6	11
Third Quarter					
PLU	1132A	Plumbing II	2	6	4
PHY	1101	Applied Science	<u>3</u>	<u>2</u>	<u>4</u>
			5	8	8
Fourth Quarter					
PLU	1132B	Plumbing II	1	9	4
WLD	1101	Basic Gas Welding	0	3	1
ENG	1102	Reading Improvement	<u>2</u>	<u>0</u>	<u>2</u>
			3	12	7
Fifth Quarter					
PLU	1133A	Plumbing III	3	9	6
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Sixth Quarter					
PLU	1133B	Plumbing III	2	9	5
DFT	1112	Drafting I - Plumbing	<u>1</u>	<u>3</u>	<u>2</u>
			3	12	7
Seventh Quarter					
PLU	1134A	Plumbing IV	2	9	5
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			5	9	8
Eighth Quarter					
PLU	1134B	Plumbing IV	1	12	5
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			4	12	8
Total			39	80	66

RETAIL FLORICULTURE

The Retail Floriculture curriculum is designed to prepare individuals to grow plants and flowers that are used for decorative purposes, to sell floral design products and to design floral arrangements for all occasions. Instruction in greenhouse operation and management, plant identification, small business operations, merchandising, floral design, human relations, and communication skills is included.

Employment opportunities are available in greenhouse operations, floristry shops, garden centers, specialized plant shops and department stores.



RETAIL FLORICULTURE
V-132
(Diploma Program)
Curriculum By Quarters

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
ENG	1101	Reading Improvement	2	0	2
FLO	1101	Introduction to the Floral Industry	5	12	9
FLO	1102	Floral Art and History	3	3	4
BUS	102	Typewriting I	<u>2</u>	<u>3</u>	<u>3</u>
			12	18	18
Second Quarter					
ENG	1102	Communication Skills	3	0	3
FLO	1110	Floral Design I	3	15	8
HOR	1110	Flower Growing/Plant Identification	3	6	5
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			12	21	19
Third Quarter					
MAT	1120	Basic Mathematics	3	0	3
FLO	1120	Floral Design II	3	15	8
FLO	1121	Retail Florists Management	6	3	7
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			15	18	21
Fourth Quarter					
FLO	1130	Floristry Internship	0	30	3
FLO	1140	Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			3	30	6
Total			42	87	64

RETAIL FLORICULTURE

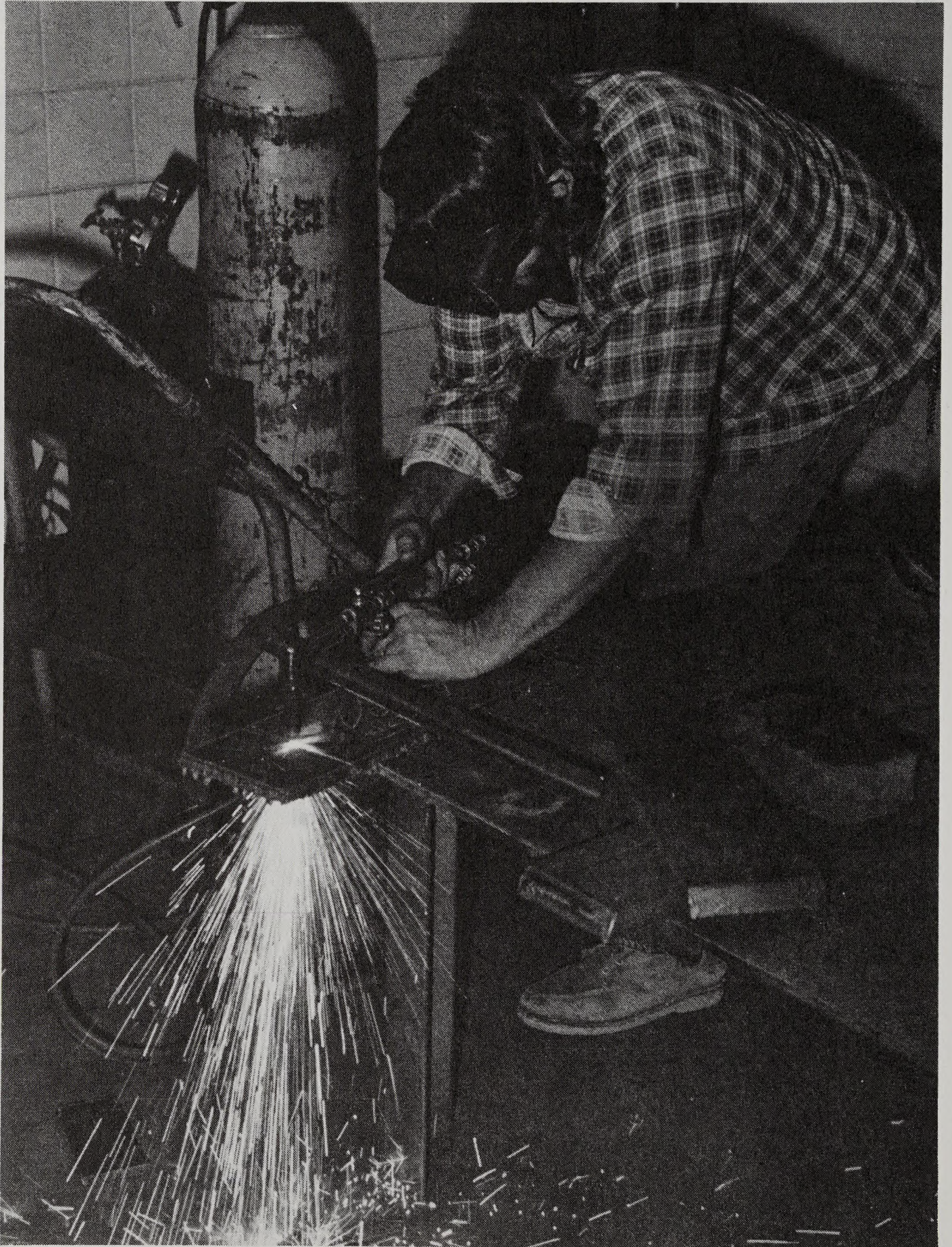
Arrangement for Evening Program

			Hours Per Week		Quarter Hours Credit
			Lec.	Lab	
First Quarter					
FLO	1101	Introduction to the Floral Industry	5	12	9
Second Quarter					
ENG	1101	Reading Improvement	2	0	2
FLO	1102	Floral Art and History	3	3	4
BUS	102	Typewriting I	2	3	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			10	6	12
Third Quarter					
FLO	1110A	Floral Design I	2	12	6
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			5	12	9
Fourth Quarter					
FLO	1110B	Floral Design I	2	3	2
HOR	1110	Flower Growing/Plant Identification	3	6	5
MAT	1120	Basic Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			7	9	10
Fifth Quarter					
FLO	1120A	Floral Design II	2	9	5
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			5	9	8
Sixth Quarter					
FLO	1120B	Floral Design II	1	6	3
FLO	1121	Retail Florist Management	<u>6</u>	<u>3</u>	<u>7</u>
			7	9	10
Seventh Quarter					
FLO	1130	Floristry Internship	0	30	3
FLO	1140	Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			3	30	3
Total			42	87	64

WELDING

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.



WELDING

V-050

Curriculum by Quarters

			Hours Per Week		Quarter Hours
			Lec.	Lab	Credit
First Quarter					
MEC	1010	Machine Shop Practices	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
WLD	1220	Oxyacetylene Welding and Cutting	3	9	6
DFT	1104	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			13	18	18
Second Quarter					
WLD	1121	Arc Welding	5	15	10
MAT	1102	Applied Mathematics	3	0	3
DFT	1117	Blueprint Reading: Welding	<u>0</u>	<u>3</u>	<u>1</u>
			8	18	14
Third Quarter					
WLD	1124	Pipe Welding	5	15	10
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			12	21	19
Fourth Quarter					
WLD	1123	Inert Gas Welding	5	12	9
WLD	1125	Certification Practices	4	6	6
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			12	18	18
Total			45	72	69

WELDING

Arrangement for Evening Program

			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
First Quarter					
WLD	1220	Oxyacetylene Welding and Cutting	3	9	6
DFT	1104	Blueprint Reading: Mechanical	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Second Quarter					
MEC	1010	Machine Shop Practice	2	6	4
MAT	1101	Fundamentals of Mathematics	5	0	5
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			10	6	12
Third Quarter					
WLD	1121A	Arc Welding	2	6	4
BUS	1103	Small Business Operations	3	0	3
DFT	1117	Blueprint Reading: Welding	<u>0</u>	<u>3</u>	<u>1</u>
			5	9	8
Fourth Quarter					
WLD	1121B	Arc Welding	3	9	6
MAT	1102	Applied Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Fifth Quarter					
WLD	1124A	Pipe Welding	3	9	6
DFT	1108	Pattern Development and Sketching	<u>0</u>	<u>3</u>	<u>1</u>
			3	12	7
Sixth Quarter					
WLD	1124B	Pipe Welding	2	6	4
WLD	1112	Mechanical Testing and Inspection	<u>1</u>	<u>3</u>	<u>2</u>
			3	9	6
Seventh Quarter					
WLD	1123A	Inert Gas Welding	3	9	6
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			6	9	9
Eighth Quarter					
WLD	1123B	Inert Gas Welding	2	3	3
WLD	1125	Certification Practices	<u>4</u>	<u>6</u>	<u>6</u>
			6	9	9
Total			45	72	69

CERTIFICATE PROGRAMS

Johnston Community College offers certificate programs as the need and demand occurs. These short-term trade programs typically range from three months to six months in length.

The programs are designed to prepare a student for pre-employment situations or provide additional skills for the employed by offering instruction to meet job requirements.

Typical certificate programs include Nursing Assistant offered on campus and the following programs which are offered at correctional institutions in cooperation with the North Carolina Department of Corrections: Practical Air Conditioning, Practical Auto Body Repair, Practical Automotive Mechanics, Practical Carpentry, Cosmetology, Practical Electrical Wiring, Practical Electrical Lineman, Practical Foodservice, Practical Masonry, Practical Plumbing, and Practical Welding.

A certificate is awarded to a student who satisfactorily completes a certificate program.

PRACTICAL CARPENTRY

The Practical Carpentry curriculum consists of instruction in basic carpentry practices and developing the skills necessary to use the basic tools of the carpentry trade. Instruction in blueprint reading and specifications are used as a foundation in order to learn the basics of floor plan layout, foundations, framing, interior and exterior trim of buildings.

In addition, classroom instruction is provided in developmental subjects. This provides the student the opportunity to improve reading ability, spelling, basic communication skills, basic mathematics, personal habits, and human relation skills.

PRACTICAL CARPENTRY

V-153

Curriculum by Quarters

				Hours Per Week		Quarter
				Lec.	Lab	Hours Credit
First Quarter						
CAR	1001	Practical Carpentry I		5	20	11
EDU	1026	General Studies I		5	0	5
MAT	1028	Mathematics I		<u>5</u>	<u>0</u>	<u>5</u>
				15	20	21
Second Quarter						
CAR	1002	Practical Carpentry II		5	20	11
EDU	1027	General Studies II		5	0	5
MAT	1029	Mathematics II		<u>5</u>	<u>0</u>	<u>5</u>
				15	20	21
Total				30	40	42

PRACTICAL ELECTRICAL WIRING

This curriculum provides individuals with the necessary skills for entry level employment in the electrical field. This curriculum is designed to allow for maximum "hands-on" experience in the allotted time. The instructional program is directed toward the practical elements of wiring and related information including the use of tools and equipment, blueprint reading, and applied mathematics. In addition, classroom instruction is provided in developmental subjects. This provides the student the opportunity to improve reading ability, spelling, basic communication skills, basic mathematics, personal habits, and human relation skills.

PRACTICAL ELECTRICAL WIRING
V-154

Curriculum by Quarters

			Hours Per Week		Quarter
First Quarter			Lec.	Lab	Hours Credit
ELC	1001	Practical Electrical Wiring I	5	20	11
EDU	1026	General Studies I	5	0	5
MAT	1028	Mathematics I	5	0	5
			15	20	21
Second Quarter					
ELC	1002	Practical Electrical Wiring II	5	20	11
EDU	1027	General Studies II	5	0	5
MAT	1029	Mathematics II	5	0	5
			15	20	21
Total			30	40	42

BASIC LAW ENFORCEMENT TRAINING

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs' Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies the individual for job opportunities with private enterprises in such areas as industrial, retail and private security.

BASIC LAW ENFORCEMENT TRAINING

T-189

			Hours Per Week		Quarter
			Lec.	Lab	Hours
					Credit
BLE	101	Legal Standards	8	0	8
BLE	102	General Standards	2	9	5
BLE	103	Emergency Standards	1	12	5
BLE	104	Civil Standards	5	3	6
			16	24	24

EARLY CHILDHOOD ASSOCIATE (CERTIFICATE)

The Early Childhood Associate (Certificate) curriculum prepares individuals to work with programs and/or centers concerned with the care and development of infants and young children. Through study and application in such areas as child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents, individuals will be able to function effectively in various programs and/or centers dealing with preschool children.

Job opportunities are available in such areas as day care centers, nursery schools, kindergartens, child development centers, hospitals, rehabilitation clinics, evaluation clinics, camps and recreational centers.

EARLY CHILDHOOD ASSOCIATE

T-073

Certificate Program

First Quarter			Hours Per Week			Quarter
			Lec.	Lab	Clin.	Hours Credit
PSY	120	Behavioral Management & Guidance	3	0	0	3
NUT	102	Nutrition for Young Children	3	2	0	4
EDU	101	Introduction to Early Childhood Education	3	0	0	3
HEA	110	Health and First Aid	3	0	0	3
EDU	115	Language Arts for Children	3	0	0	3
EDU	103	Early Childhood Application I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
			17	4	0	19

HOMEMAKER/HOME HEALTH AIDE

The Homemaker/Home Health Aide curriculum prepares graduates to provide basic health and personal care for infants, children, mothers, young adults, middle-aged adults, and the elderly in the home setting. The curriculum emphasizes growth and development throughout the life span; communication; nutrition; therapeutic activities; accident and fire safety; usage and maintenance of medication; household environment, and equipment management; family resources and services; and employment skills.

Clinical experience may be obtained through nursing and home health agencies, health departments, skilled and intermediate care facilities, family care homes, homes for the aged and disabled, adult day care centers, child day care centers, and child care facilities.

Graduates may be employed in private homes, home health agencies, long-term care facilities, adult day care centers, senior centers, retirement homes, life-care facilities, and social services agencies which serve individuals of all ages. In some clinical settings the graduates will work under supervision of licensed personnel.

HOMEMAKER/HOME HEALTH AIDE

V-146

			Class	Lab	Hours Per Week Clinic	Credit
HHA	1001	Home Health	7	8	15	16

N.C. TRUCK DRIVER TRAINING PROGRAM

V-083

The North Carolina Truck Driver Training Program provides a training program that teaches one to drive tractor-trailers and trucks.

The purpose of this program is to prepare the prospective driver to drive and to understand safety, driver responsibility, the laws and regulations governing the motor carrier industry and the basic principles involved in the professional operation of commercial vehicles.

The program will include driving of tractor-trailers and trucks on the highways under various weather and road conditions. Also included are laws and regulations, vehicle maintenance, safety procedures, daily records and logs, defensive driving, freight handling, security, fire protection, and special equipment.

Graduates of the program may find jobs with commercial trucking firms or as private contract haulers.



VOCATIONAL COURSE DESCRIPTIONS

	Hours Per Week Lec. Lab	Quarter Hours Credit
AHR 1101 Automotive Air Conditioning		(2-3-3)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operations, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.		
AHR 1102 Air Conditioning (Truck)		(2-3-3)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work.		
AHR 1109 Job Planning and Estimating		(3-0-3)
Estimating loads and capacity of refrigeration and cooling units through the use of manuals, tables and charts. Students will be expected to acquire sufficient knowledge to determine and recommend the adequate sizing of refrigeration and cooling units for specific uses either in homes or industry.		
AHR 1116 Oil Burner Installation and Service		(3-9-6)
This course involves study and practice in the installation and servicing of equipment using high pressure, low pressure, rotary and vaporizing burners. The installation and servicing of various oil burning equipment controls are studied. Actual practice is given to "troubleshooting" problems of oil burners, fans, pumps and their controls under typical working conditions. Service department stock, books and procedures are integral parts of the instruction.		
AHR 1121 Principles of Refrigeration		(3-12-7)
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.		
AHR 1123 Principles of Air Conditioning		(3-9-6)
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.		
AHR 1125 Balancing and Calibration of Systems and Controls		(3-3-4)
Calibration and balancing of controls, dampers and modulating valves. Regulating flow of water and air by use of guages and testing instruments, checking pressures and temperatures. Setting up of timers and clocks used in heating and air conditioning.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
AHR 1126 All Year Comfort Systems Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic wiring and controls are included in the study.		(2-6-4)
AHR 1128 Automatic Controls I Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls and radiant panel controls.		(2-6-4)
AHR 1130 Automatic Controls II This course is designed to prepare the student for the study of heating and cooling controls. The fundamentals of controls, pneumatic controls and controls for air conditioning are covered in theory so that they may be applied in the laboratory section. Practical applications will be given in zone controls, unit heater and ventilator controls, commercial fan system controls, commercial refrigeration controls and radiant panels controls.		(2-3-3)
AHR 1144 Troubleshooting Troubleshooting procedures and servicing techniques emphasize complete air conditioning and refrigeration systems; including refrigeration cycles, controls, electric systems and air flow systems. Practical exercises develop experiences through the evaluation of trouble symptoms, diagnosing for corrective service or repair, and performing preventive and corrective maintenance. Laboratory exercises involve locating and correcting representative system and sub-system malfunctions through systematic and thorough troubleshooting procedures.		(3-6-5)
AUT 1111 Auto Body Repair Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming steel into the complex contour of the present day vehicle. The student applies the basic principles of straightening, aligning, and painting of damaged areas.		(3-12-7)
AUT 1112 Auto Body Repair A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and benders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.		(3-12-7)
AUT 1113 Metal Finishing and Painting Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools. Prerequisites: AUT 1112, WLD 1105.		(3-12-7)
AUT 1114 Body Shop Applications General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PHY 1102, DFT 1101.		(4-21-11)

AUT 1114A Body Shop Applications (2-9-5)

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application cover straightening of frames and front wheel alignment. This course is taught on an extended evening schedule only.

Prerequisite: AUT 1115.

AUT 1114B Body Shop Applications (2-12-6)

Continuation of material introduced in AUT 1114A. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjustor. This course is taught on an extended evening schedule only.

Prerequisite: AUT 1114A.

AUT 1115 Trim, Glass and Radiator Repair (2-9-5)

Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.

Prerequisites: AUT 1112, WLD 1105.

AUT 1123 Brakes, Chassis and Suspension Systems (3-12-7)

A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems.

AUT 1123A Brakes, Chassis and Suspension Systems (2-6-4)

A complete study of various braking systems employed on automobiles and light trucks. Emphasis is placed on how they operate, proper adjustment and overhaul. Also, the study of front and rear suspension systems is included.

AUT 1123B Brakes, Chassis and Suspension Systems (1-6-3)

A continuation of AUT 1123A. This includes wheel alignment, both front and rear; wheel balancing, both on and off the car; and an in-depth study of steering systems.

AUT 1124 Automotive Power Train Systems (3-12-7)

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

AUT 1124A Automotive Power Train Systems (2-6-4)

Principles and functions of automotive power train systems; includes clutches, manual transmissions, torque converters, and automatic transmissions. Emphasis is placed upon maintenance and service.

AUT 1124B Automotive Power Train Systems (1-6-3)

Continues with the study of the power train. Automatic transmissions, drive shaft assemblies, rear axles, and differentials will be emphasized.

AUT 1125 Auto Servicing I (3-9-6)

Emphasis is on the shop procedures necessary in "trouble-shooting" the various component systems of the automobile. "Trouble-shooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing and replacing components. A close simulation to an actual automotive shop situation will be maintained.

Prerequisites: PME 1103-1104, AUT 1123, AHR 1101.

	Hours Per Week Lec. Lab	Quarter Hours Credit
AUT 1125A Auto Servicing I		(1-6-3)
Simulates an actual automotive shop situation. Students are required to "trouble shoot" automotive systems, correct the problem and report their findings on appropriate forms.		
AUT 1125B Auto Servicing I		(2-3-3)
Continues with AUT 1125A. An actual shop situation is simulated. Students are given opportunities to put to practical use skills that they learned in previous courses.		
BLE 101 Legal Standards		(8-0-8)
A study of the criminal justice system as explained by developments made through judicial review affecting laws of arrest, search and seizure. Definition of crimes and elements of proof are studied to include juvenile, drugs, alcoholic beverage and motor vehicle laws.		
BLE 102 General Standards		(2-9-5)
This course is designed to present proper procedures in making arrests, searches, and seizures. Areas to be studied include crime prevention, traffic control, vehicle patrol in response to emergency and non-emergency situations, report writing, radio communications and custodial processing involved in conducting criminal and traffic investigations.		
BLE 103 Emergency Standards		(1-12-5)
This course is designed to concentrate on sudden emergencies whereby an officer's response must be fast. Areas of study will be health and first aid, proper applications of firearms, defensive tactics, pursuit driving, extinguishing fires, and the detection of hazardous material. Physical fitness requirements will be met.		
BLE 104 Civil Standards		(5-3-6)
This course is designed to resolve conflicts of citizen/officer contact in emergency and non-emergency situations by improving communication in and outside the courtroom. Crisis situations of study will include family and juvenile disturbances, persons with mental disorders, and disorderly crowds. Proper preparedness and conduct in court, the handling of prisoners, and other duties associated with the civil process and the courts will be included.		
BUS 1103 Small Business Operations		(3-0-3)
An introduction to the business world, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.		
CAR 1001 Practical Carpentry I		(5-20-11)
An eleven week course designed to equip individuals with necessary knowledge and skills to enable them to become employed as practical floor and wall framing carpenters. The student will study the nomenclature, care, use, storage and safety of hand tools and portable electrical tools used in the carpentry trade. Skills will be developed through practical exercises in laboratory instruction. Prerequisite: None.		
CAR 1002 Practical Carpentry II		(5-20-11)
This course is a continuation of Practical Carpentry I. The student will study blueprint reading with emphasis on floor plans, foundation plans, sections and details, along with simple specifications. Emphasis will be placed on the layout and correct measure of framing and finishing structural members. Additional materials will be studied such as tongue and groove lumber, plywood, molding, and sub-assemblies such as window and door units. Basic roof framing, and interior and exterior trim, along with general construction methods and techniques will be studied. Prerequisite: CAR 1001.		

COS 1001 Scientific Study I (5-0-5)

This is a course for beginners in Cosmetology. It includes a study of hygiene and good grooming, visual, poise, personality development, professional ethics, bacteriology, sterilization and sanitation, draping, shampooing and rinsing, and scalp and hair care.

COS 1001A Scientific Study I (3-0-3)

This course is designed for the beginning study in Cosmetology. It includes a study of hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, and sterilization and sanitation.

COS 1001B Scientific Study I (2-0-2)

A continued study of COS 1001A and includes the study of draping, shampooing and rinsing, and scalp and hair care.

Prerequisite: COS 1001A.

COS 1002 Scientific Study II (5-0-5)

A classroom study of hair shaping, finger waving, hairstyling, the care and styling of wigs, and permanent waving.

COS 1002A Scientific Study II (3-0-3)

A study of hair cutting techniques, finger waving, and hairstyling.

COS 1002B Scientific Study II (2-0-2)

A study of the care and styling of wigs and permanent waving.

Prerequisite: COS 1002A.

COS 1003 Scientific Study III (5-0-5)

A classroom study of hair coloring, chemical hair relaxing, thermal hair straightening, thermal waving, curling, and blow dry styling, manicuring, the nail and disorders of the nail, and the theory of massage.

COS 1003A Scientific Study III (3-0-3)

The study of hair coloring and chemical hair relaxing, thermal hair straightening, and thermal curling.

COS 1003B Scientific Study III (2-0-2)

The study of manicuring, the nail and disorders of the nail and the theory of massage.

Prerequisite: COS 1003A.

COS 1004 Scientific Study IV (5-0-5)

A classroom study of facials and facial make-up, false eyelashes, superfluous hair removal, cells, the study of skin and skin disorders, the hair and disorders of the hair, electricity, light therapy, and chemistry.

COS 1004A Scientific Study IV (3-0-3)

The study of facials and facial make-up, false eyelashes, and superfluous hair removal and cells.

COS 1004B Scientific Study IV (2-0-2)

The study of the skin and disorders of the skin, the hair and disorders of the hair, electricity and light therapy and chemistry.

Prerequisite: COS 1004A.

COS 1005 Scientific Study V (5-0-5)

A classroom study of beauty salon management, shop operations, business ethics, salesmanship, record keeping, receptionist training, and beauty, charm and poise.

	Hours Per Week Lec. Lab	Quarter Hours Credit
COS 1005A Scientific Study V		(3-0-3)
A classroom study of beauty salon management, shop operations, business ethics, and salesmanship.		
COS 1005B Scientific Study V		(2-0-2)
A continuation of COS 1005A including record keeping, receptionist training, and beauty, charm and poise.		
Prerequisite: COS 1005A.		
COS 1011 Mannequin Practice I		(0-24-8)
A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.		
COS 1011A Mannequin Practice I		(0-12-4)
A study of lab practice of finger waving, pin curling, roller placement, marcelling, hair relaxing, shampooing and rinse.		
COS 1011B Mannequin Practice I		(0-12-4)
A continued study of COS 1011A which includes scalp and hair treatments, hair cutting, permanent waving, pedicuring, manicuring, hair color and facials, brow tinting and wig care.		
Prerequisite: COS 1011A.		
COS 1022 Clinical Application I		(0-24-8)
A study of live model performance. This course is designed to develop skills and understanding of techniques and application in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.		
COS 1022A Clinical Application I		(0-12-4)
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving.		
COS 1022B Clinical Application I		(0-12-4)
Continued study of COS 1022A including marcelling, chemical relaxing, hairdressing, and wigs, manicuring and pedicuring, skin and scalp disorders, hair color and hair cutting.		
Prerequisite: COS 1022A.		
COS 1033 Clinical Application II		(0-24-8)
This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.		
COS 1033A Clinical Application II		(0-12-4)
This course gives continued lab practice and application of techniques in hair design and styling.		
COS 1033B Clinical Application II		(0-12-4)
A continuation of COS 1033A. A further study of professional ethics, manicuring, chemistry, cosmetic facials, hair styling, and hair and scalp treatments.		
Prerequisite: COS 1033A.		

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
COS 1044 Clinical Application III			(0-24-8)
A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving and Hair Shaping.			
COS 1044A Clinical Application III			(0-12-4)
A study of lab practices in chemistry, first aid, sanitation, sterilization, lash and brow tinting, artistry in hair styling and hair cutting.			
COS 1044B Clinical Application III			(0-12-4)
Extended practice in shop experience. Prerequisite: COS 1044A.			
COS 1055 Clinical Application IV			(0-24-8)
A continued study of laboratory practices in speed and efficiency in all subjects emphasized. In addition, the students are taught advanced styling and the latest techniques of blow drying and iron curling. Safety and care of equipment is studied.			
COS 1055A Clinical Application IV			(0-12-4)
A study of laboratory practices in speed and efficiency in all cosmetic subjects.			
COS 1055B Clinical Application IV			(0-12-4)
The students are taught advanced styling and the latest techniques of blow drying and iron curling. Safety and care of equipment is studied. Prerequisite: COS 1055A.			
DFT 1101 Schematics and Diagrams			(3-0-3)
Interpretation and readings of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.			
DFT 1104 Blueprint Reading: Mechanical			(3-0-3)
Interpretation and reading of blueprints, information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None.			
DFT 1105 Blueprint Reading: Mechanical			(3-0-3)
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations, introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104.			
DFT 1106 Blueprint Reading: Mechanical			(3-0-3)
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105.			
DFT 1109 Electrical Blueprints and Layouts			(3-0-3)
Provides a basic working knowledge of how to read and understand electrical plans and curcuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisites: ELC 1112, ELC 1127.			

		Hours Per Week		Quarter
		Lec.	Lab	Hours Credit
DFT 1110	Blueprint Reading I			(0-3-1)
Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.				
DFT 1112	Drafting I — Plumbing			(1-3-2)
Review of blueprint reading, instruction in the selection, use and care of basic drafting instruments. Single stroke freehand lettering. Orthographic projections consisting of instruments and freehand sketching. Study of dimensioning and note practices with reference to the American Standard Association practices. Includes methods of reproducing drawings; detail, assembly, layout and pictorial drawings; specifications, parts list and bill of materials. Drawings of piping includes: metal pipe, tubing, plastic pipe, pipe joints, tube joints, pipe fittings, valves, specification of fittings, pipe threads, specification of threads, scale layout (two line drawing) and diagrammatic (single line) drawings. (Diagrammatic methods include orthographic, developed and pictorial). Standard symbols, dimensioning of a pipe drawing, and pipe hangers and supports. Students work to include various problems of piping layout to scale.				
DFT 1117	Blueprint Reading: Welding			(0-3-1)
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications are emphasized.				
DFT 1118	Pattern Development and Sketching			(0-3-1)
Continued study of welding symbols, methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.				
DSE 1101	Diesel Engines I			(4-12-8)
A study of diesel engine fundamentals with emphasis on the construction and operation of components. Development of a knowledge and ability in using the test equipment, measuring devices and special tools needed in diesel repair work. Shop activities in tear down, reassembling and running of diesel engines.				
DSE 1101A	Diesel Engines I			(2-6-4)
A study of diesel engine fundamentals with emphasis on the construction and operation of the four stroke cycle diesel. The use of measuring devices and special tools will be used in the diesel repair work. Shop activities include tear down, reassembling, and running of four stroke diesel engines.				
DSE 1101B	Diesel Engines I			(2-6-4)
A continued study of the diesel engine with emphasis on the construction and operation of the two-stroke cycle diesel.				
DSE 1102	Diesel Engines II			(3-9-6)
A continued study of diesel engine overhaul procedures to include inspection of blocks, crankshaft, camshaft, pistons, and rods and servicing of cylinder heads and valves.				
DSE 1103	Diesel Fuel Systems			(3-9-6)
A course designed to familiarize the student with the constructional features and operating principles of diesel fuel injection system components. Shop activities include disassembly of fuel transfer pumps, injectors, and injection pumps, and the use of test equipment to troubleshoot, adjust and evaluate performance. Prerequisite and co-requisite: DSE 1102.				

	Hours Per Week Lec. Lab	Quarter Hours Credit
DSE 1104 Diesel Electrical Systems		(3-9-6)
A study of electrical systems on trucks and farm equipment. Shop activities include troubleshooting and repair of starters, generators, alternators, batteries, and regulators. Emphasis will be on using shop test equipment.		
DSE 1142 Suspension and Power Trains		(3-12-7)
The objective of the course is to familiarize the student with construction and operation of truck and farm tractor power train and suspension components. The relation each component plays in the operation of diesel trucks and farm tractors is explored with emphasis being on the relation that the adjustment of each component has on all other components in the complete suspension system and power train. The course is designed to provide students with a thorough understanding of the theory and use of test equipment used for troubleshooting and adjustment.		
DSE 1142A Suspension and Power Trains		(2-6-4)
The objective of this course is to familiarize the student with construction and operation of truck and farm tractor clutch and transmission assemblies. The course is designed to provide students with a thorough understanding of the theory and use of test equipment used for troubleshooting and adjustment.		
DSE 1142B Suspension and Power Trains		(1-6-3)
A continued study of differentials and suspensions for truck and farm tractors.		
DSE 1144 Brakes, Pneumatics, and Hydraulic Systems		(3-9-6)
A course designed to give a thorough understanding of hydraulic system fundamentals with a working knowledge of component identification, servicing, and troubleshooting. Construction and operating principles and overhaul of hydraulic and air-brake systems of medium and heavy duty trucks is emphasized.		
DSE 1154 Diesel Tune Up and Troubleshooting		(2-6-4)
The student will be able to make adjustments of lines, or servicing of all engine components after a period of road service and to analyze and take corrective action required to eliminate problems in engine operation. Prerequisite: DSE 1102 and DSE 1103.		
DSE 1156 Diesel Servicing		(3-6-5)
A course intended for those who desire to become proficient in the field of diesel diagnosis and repair. Vehicles first given a complete checkout to determine the trouble, and the trouble corrected on the basis of the diagnostic report. Training provided on all major mechanical and electrical units. Preventive maintenance and servicing techniques taught as recommended by manufacturers. Prerequisite: DSE 1154.		
EDU 101 Introduction to Early Childhood Education		(3-0-0-3)
A study of principles and practices of early childhood education, including types of experiences and facilities which promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing programs are identified.		
EDU 103 Early Childhood Application I		(2-2-0-3)
The purpose of this course is to familiarize the student with the child's learning environment through practical experience. A strong emphasis is also placed on learning materials, both purchased and homework. Prerequisite: EDU 101.		
EDU 104 Early Childhood Application II		(3-0-10-4)
A beginning observation and application experience designed to acquaint the student with an early childhood center. Prerequisite: EDU 103.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
EDU 111 Emotional Development		(3-0-0-3)
This course is a study of the emotional development of infants, toddlers, and preschoolers with emphasis on self-concept development and the recognition, acceptance, and expression of feelings. The role of the caregiver in providing and appropriate role model, interpreting theory, assessing children, developing goals and objectives for children, and developing lesson plans are explored. In addition, the course focuses on recognizing emotional development problems and identifying alternative strategies for intervention.		
EDU 115 Language Arts for Children		(3-0-0-3)
Study of state adopted textbooks and other media in reading, handwriting, spelling, and language. Reading skills: word attack, comprehension, rate, and language usage will be emphasized. Exercises to develop better listening skills will be provided. The student will collect a resource file of games and activities designed to strengthen the language arts program.		
EDU 143 Audio-Visual Aids		(1-3-0-2)
This course is designed to expose students to the various types of audio-visual aids in planning activities. Included will be equipment (projectors, cameras, etc.), bulletin boards, and photography.		
EDU 203 Exceptional Children		(3-0-0-3)
Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in mental or physical development.		
EDU 204 Parent Education		(3-0-0-3)
A study of techniques of working with parents of young children. Emphasized parent meeting, parent confidences, and evaluation techniques of a child's progress.		
EDU 208 Art Methods and Activities		(3-0-0-3)
Study of art methods and activities which would foster creativity and total development of the child. Emphasis is given to low cost art activities which can be incorporated into the early childhood classroom.		
EDU 209 Science for Young Children		(3-0-0-3)
Study of scientific facts, concepts, and phenomena that are of interest to young children. Opportunities are provided for student to carry out simple experiments suitable for children.		
EDU 211 Math for Young Children		(3-0-0-3)
Study of math concepts for young children. Classroom activities will include collecting and constructing math games, learning materials, and learning centers.		
EDU 219 Early Childhood Application III		(3-0-10-4)
A course to give the student practical experience in working with small groups of children in an assigned setting. The student will assist the teacher in a variety of ways. Prerequisite: EDU 104.		
EDU 220 Early Childhood Application IV		(3-0-10-4)
A course giving the student experience with planning and carrying out activities with small groups of young children in an early childhood setting.		

EDU 230 Practice Teaching

(4-0-20-6)

This is a study to give the student practice in the care of the young child. This course will give the student more experiences in directing preschool activities. Students spend a major time block caring for and guiding young children. Opportunities to carry out planned units of study will be allowed each student in this quarter.

Prerequisite: Successful completion of all courses and permission of the chairperson.

EDU 1016 Child Care Principles

(3-0-3)

A study of the early growth and development with emphasis on child psychology and the techniques employed for promoting the physical and mental growth of the child. Consideration will also be given to the special needs of the disadvantaged child.

EDU 1026 General Studies I

(5-0-5)

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

EDU 1027 General Studies II

(5-0-5)

General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematics problems and presenting human relations situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

Prerequisite: EDU 1026.

EDU 1028 Related Studies I

(7-3-8)

Through practical learning experiences, the student will develop a measure of skill in the following: Reading and interpreting building blueprints, basic communicative skills, fundamentals of mathematics, plus an opportunity to develop an understanding of factors essential to good human relations.

EDU 1029 Related Studies II

(7-3-8)

In this course, the student is given an opportunity to develop his abilities in areas such as: Interpretation of electrical schematics including note and symbols, sketching simple schematics of circuits and practical electrical mathematical concepts and operations. Additional emphasis is placed on the development of positive human relations and effective communication skills.

Prerequisite: EDU 1028.

ELC 1101 Practical Electrical Wiring I

(5-20-11)

This course includes the study and use of tools which are commonly used in the electrical field. Emphasis is placed on mounting, installing and wiring electrical fixtures common to residential wiring and to a degree commercial installation. Selection of wire sizes and circuit layout is introduced.

ELC 1002 Practical Electrical Wiring II

(5-20-11)

This course is a continuation of Practical Electrical Wiring I with additional emphasis placed on learning experiences in circuit planning and layout through use of actual building mock-ups. Sequencing switches and simple control devices which are common to residential installations are integral parts of the course.

Prerequisite: ELC 1001.

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
ELC 1101 Basic Electricity			(3-3-4)
The use and care of test instruments and equipment used in servicing electrical apparatus of air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.			
ELC 1102 Applied Electricity			(2-3-3)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.			
Prerequisite: PHY 1101.			
ELC 1106 Practical Laboratory Techniques			(1-6-3)
Practical laboratory skills will be taught with emphasis on hand tools, power tools, and fastening techniques. Measurement instruments will be studied including the use of ohmmeter, voltmeter, ammeter, and oscilloscope. Safety procedures will be stressed throughout.			
ELC 1107 D.C. Fundamentals			(3-6-5)
A study of electrical quantities, simple circuits, electromotive force, current, OHM's law, basic electrical instruments and measurements, resistance, capacitance, inductance. Laboratory work will complement the case studies through the use of experiments verifying direct current concepts. Measurement techniques and safety practices will be stressed throughout.			
ELC 1108 A.C. Fundamentals			(2-6-4)
A study of electrical quantities and circuit analysis procedures as applied to alternating current. Laboratory work will include additional measurement techniques with emphasis on verification of practical circuits.			
Prerequisites: ELC 1107 and MAT 1115.			
ELC 1112 Electrical Theory			(5-9-8)
A study of the Electron Theory and Magnetism. The relationship between voltage current and resistance. Electrical terms and symbols. Basic electrical—series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (Wye & Delta).			
ELC 1113 Electrical Motors and Controls			(7-12-11)
Provides instruction and application in the installation of electrical motors and control devices, manual, automatic, remote control stations, relays, dual motor operations. Maintenance and troubleshooting, repair of controllers and control devices. Types of electrical motors, single phase, and three phase. Maintenance and repair of electrical motors.			
Prerequisites: ELC 1112, ELC 1126, DFT 1109, ELC 1124, ELC 1125.			
ELC 1114 Electrical Safety			(3-0-3)
Emphasis in this course is on the use of electrical test equipment to insure job safety and to prevent shock. Appropriate first-aid techniques used for treating shock victims are also included.			

	Hours Per Week Lec. Lab	Quarter Hours Credit
ELC 1123 Residential Wiring I Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment. Prerequisites: ELC 1112, MAT 1115, ELC 1127.	(5-6-7)	
ELC 1124 Residential Wiring II Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109.	(2-6-4)	
ELC 1125 Commercial/Industrial Installations Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial/industrial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124.	(8-18-14)	
ELC 1125A Commercial/Industrial Installations Provides instructions and applications in the installation of electrical service equipment and branch circuits in commercial/industrial type buildings.	(4-9-7)	
ELC 1125B Commercial/Industrial Installations This course is a continuation of ELC 1125A. Requirements for electrical service as set forth by the National Electrical Code. Students will learn how to figure load calculations. Actual wiring of commercial type installations in building mock-ups. Prerequisite: ELC 1125A.	(4-9-7)	
ELC 1126 National Electrical Code Introduction to the National Electrical Code. The purpose and interpretations of the Articles of the Code. Prerequisites: ELC 1112, MAT 1115, ELC 1127.	(6-4-8)	
ELC 1127 Electrical Materials and Tools Provides instruction in the knowledge and use of electrical hardware and devices, their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment.	(0-3-1)	
ELC 1128 Commercial and Industrial Wiring Provides instructions and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in commercial and industrial application such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and the N.E.C. regulations in actual building mock-ups.	(3-9-6)	
ELC 1129 Applied Industrial Electricity Interpretation and design of control circuits for motor control is the primary text of this course. Included is a study of all types of control equipment such as starters, timers, push button, time clocks, and relays. Prerequisite: ELC 1112.	(3-6-5)	

	Hours Per Week Lec. Lab	Quarter Hours Credit
ELN 1124 Electronic Drawing		(2-6-4)
A study of drawing instruments, layout, construction, lettering, dimensioning, and reading electronic prints. Electronic symbols, schematics, and printed circuit board layout is emphasized.		
ELN 1131 Industrial Applications of Electronics		(10-15-15)
A study of applications of both thermionic and semiconductor devices. Included are the thyatron, silicon controlled rectifier, zener diode, unijunction transistor, and various other control devices. Industrial control applications will be stressed.		
Prerequisite: ELN 1126, ELN 1125.		
ELN 1139 Industrial Electronics		(4-6-6)
A study of the fundamental principles dealing with semiconductor device characteristics and circuit operations. Experience is provided in basic troubleshooting techniques. Industrial measurements and control circuits are stressed. Instruments are introduced as needed for testing and measurements.		
Prerequisites: ELC 1112 and MAT 1115.		
ELN 1140 Microcomputer Troubleshooting Techniques		(2-6-4)
This course deals with the basic techniques required for troubleshooting and repairing microcomputers. Flow diagrams and other diagnostic software are utilized in presenting hands-on troubleshooting experiences.		
Prerequisite: ELN 1108.		
ELN 1155 Solid State Devices		(2-6-4)
Presents electronic concepts dealing with solid state devices, their characteristics and operation. Solid state devices are introduced as devices that perform electronic tasks. Experience is provided in basic troubleshooting techniques using instruments introduced as needed for testing and measurement.		
Corerequisite: ELC 1108.		
ELN 1156 Solid State Circuits		(2-6-4)
A study beginning with active control devices and proceeding to circuits. The use of device characteristics will be used to predict circuit performance. Instruments are used in the laboratory to collect data, verify predictions, and troubleshoot.		
Prerequisite: ELN 1155.		
ELN 1159 Introduction to Communication Systems		(2-6-4)
An introduction into the fundamentals of repair and servicing of the various kinds of communication receivers. Included are amplitude modulated, frequency modulated, and television receivers, calibration techniques, and use of special test equipment.		
Prerequisite: ELN 1156.		
ELN 1165 Introduction to Computer Logic		(2-6-4)
Emphasizes the study of basic numbering systems and computer logic including logic fundamentals, gates, logic symbols and diagrams, truth tables, other logic functions, and microcomputer terminology.		
Prerequisite: ELN 1155.		
ELN 1166 Fundamentals of Digital Computers		(2-6-4)
This course consists of a study of computer organization using the block diagram, central processing unit architecture, and basic memories. Emphasis is also placed on an introduction to machine language and programming. A study of various input-output devices is also included. Troubleshooting techniques applicable to microcomputers are studied.		
Prerequisites: ELN 1165, ELN 1156.		

ENG 1101 Reading Improvement (2-0-2)
Integrated communications program designed to strengthen reading comprehension, vocabulary, listening skills, and writing skills. Reading laboratory, listening equipment and materials, and individual instruction are utilized.

ENG 1102 Communication Skills (3-0-3)
Designed to promote effective communication through correct language usage in speaking and writing.

ENG 1103 Report Writing (3-0-3)
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report of each student at the end of the term. This report must have to do with something in his chosen curriculum.

ENG 1113 English Fundamentals (2-0-2)
Designed to promote effective communication through correct language usage in speaking and writing.
Prerequisite: None.

FLO 1101 Introduction to the Floral Industry (5-12-9)
A comprehensive overview of the Floral profession is presented. Basic skills in art are presented through the discovery of disciplines. The mechanics of flower arranging, identifying tools, their use, equipment, flowers and the principles and elements of their use is covered. The methods and construction of dried arrangements, silk flowers, and other materials are used. The geometric pattern of designs are constructed, and a cost analysis is made on each product. This course is designed for the persons who wish to become florist professionals.

FLO 1102 Floral Art and History (3-3-4)
This course is a study of the history of Floral Art from the Egyptian period to modern concepts of today. Coordination and integration of arrangements with identification and care is studied with interior design and display. Color theory is practiced through the combination of home interiors and design elements. The student will build a model of a home with colors, wood, and other materials and place floral products in these rooms.

FLO 1110 Floral Design I (3-15-8)
A study of geometric design with the development of commercial rate of speed. Holiday arrangements and decorations are designed for use in home and commercial decorations. Design techniques are taught in offerings for funeral flowers in the service, home and church. The seasonable holidays with advanced techniques are considered including New Year, Valentine Day, and Easter.

FLO 1120 Floral Design II (3-15-8)
A continued study of funeral designs and their use in today's culture. The development of interviewing, selling and creating wedding corsages, bouquets and church decoration is studied. Ideas and methods are taken from real life situations and these skills are developed. An overall review is made in design and the student will advance to creative design work. Other holiday designs will be made into saleable products.

FLO 1121 Retail Florist Management (6-3-7)
This course is designed to build basic skills, concepts and vocabulary related to the floral industry. Basic concepts in economics, finance, purchasing, management, marketing, and decision making are covered. The course should provide a good basic overview of how the small florist can assist management and/or go into business for him/herself.

	Hours Per Week Lec. Lab	Quarter Hours Credit
FLO 1130 Floristry Internship		(0-30-3)
The objective of the internship is to help the student acquire greater confidence and experience in the working atmosphere of a florist. In the actual setting of the florist, the student will be able to perform all phases of related work such as using the telephone, selling, merchandising, designing, displaying, and delivering. The internship will be based primarily upon a series of planned activities developed by the instructor and the cooperating florist.		
FLO 1140 Seminar		(3-0-3)
The seminar will allow for dissemination of information at three critical times—at the beginning of the quarter, approximately half-way through, and a wrap-up session at the end of the quarter. This will provide the opportunity for faculty and student evaluation of the internship and at the same time provide the opportunity for faculty and student evaluation of the internship and provide direction for the program.		
FSO 1016 Baking and Cooking (Advanced)		(0-12-6)
The development of artistic skills related to cooking and baking. Prerequisite: FSO 1107.		
FSO 1017 Controlled Work Experience		(0-40-4)
Provides a practical introduction to the broad field of food service. Students will be evaluated by the instructor as to their performance and abilities with the cooperation of the dietitian, manager, and/or the owner of the food service establishment in their area of specialty.		
FSO 1018 Seminar		(3-0-3)
The purpose of this seminar is two-fold: job orientation and evaluation of job experience.		
FSO 1101 Introduction to Food Service		(3-0-3)
Introduction to and history of food service and the outlook for the food service industry. Broad objectives and specific goals of training with an investigation of job opportunities and personal qualifications.		
FSO 1102 Food Preparation I		(1-4-3)
A study of the scientific principles of food preparation and cooking procedures; included will be preparation of salads, stocks, soups, sauces, gravies and beverages.		
FSO 1103 Equipment		(3-0-3)
Designed to teach methods of simplifying work through the effective use and care of large and small equipment with emphasis on time and motion economy.		
FSO 1104 Sanitation and Safety		(3-0-3)
A study of sanitation standards and safety precautions as related to food storage, preparation and service.		
FSO 1105 Accounting-Purchasing Records		(3-0-3)
Basic mathematical skills studied in relation to food purchasing, preparation, accounting and records.		
FSO 1106 Nutrition and Menu Planning		(3-0-3)
A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning; refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, type of clientele and food service.		

	Hours Per Week Lec. Lab	Quarter Hours Credit
FSO 1107 Baking		(1-6-4)
An introduction to the principles of and development of skills in baking.		
FSO 1108 Institutional Food Management and Preparation		(2-6-5)
A study of the scientific principles of food preparation and cooking procedures; included will be preparation of salads, stocks, soups, sauces, gravies and beverages.		
FSO 1109 Production Management		(3-0-3)
Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on motion economy.		
Prerequisite: FSO 1105.		
FSO 1112 Food Preparation II		(0-4-2)
Emphasis placed on meat analysis and cutting and on meat, poultry, fish, and shellfish cookery.		
Prerequisite: FSO 1102.		
FSO 1122 Food Preparation III		(1-4-3)
Basic scientific principles of food preparation with emphasis on methods of preparation and characteristics of standard products. This course includes vegetable and fruit cookery and protein cookery.		
Prerequisite: FSO 1102, FSO 1112.		
FSO 1130 Quantity Food Production I		(2-4-4)
This course is designed to introduce the student to quantity food production in food service facilities. The student will learn of the various food production areas through practical work experience given to him.		
FSO 1131 Quantity Food Production II		(2-4-4)
The integration and coordination of course work and laboratory experiences, designed to provide the application of fundamental principles in planning and management of quantity production and service. This course includes quantity preparation; organizing of work; food costs; portion control with continuing emphasis on production and service of quality food products; ordering, receiving and storage procedures; production scheduling; labor costs; and work scheduling.		
HEC 1101 Introduction To Home Economics		(2-0-2)
An orientation to the field of Home Economics with emphasis on the variety of specialties within the field and possibilities of employment.		
HEC 1102 Clothing Construction I		(1-3-2)
For students with no previous construction experience. Use of sewing machine, understanding commercial patterns, selecting appropriate fabrics, and basic construction techniques and newest methods of construction that result in professional-looking garments are covered.		
HEC 1103 Introduction to Nutrition and Foods		(3-0-3)
Study of nutrients necessary to human life and well-being; their functions in metabolism and sources in foods; application to food habits and health. Basic introduction to food preparation.		
HEC 1104 Introduction to Interior Design		(3-0-3)
Application of art principles to problems in furnishing and decorations, and desirable qualities in merchandise for the home.		

	Hours Per Week	Quarter Hours
	Lec. Lab	Credit
HEC 1106 Principles of Food Preparation		(2-6-4)
Emphasis on marketing, menu planning, scientific principles of food preparation and management of family meals.		
Prerequisite: HEC 1101.		
HEC 1107 Planning and Managing the Home		(1-3-2)
Decision-making process examined in terms of individual and family values and goals; application of time values and goals; applications of time, energy, and money management techniques with an emphasis on budgeting and use of credit.		
HEC 1109 Clothing Construction II		(1-3-2)
Intermediate construction techniques including dressmaker tailoring. Designed for individuals with experience in basic construction techniques and in handling different kinds of fabrics and garments.		
Prerequisite: HEC 1102.		
HEC 1110 Advanced Interior Design		(1-3-2)
Advanced principles of designing interiors with emphasis on architectural styles, utilization of building materials, and landscaping in determining interiors, space use, comfort control and cost.		
Prerequisite: HEC 1104.		
HEC 1111 Clothing Construction III (Tailoring)		(2-6-4)
Comparison of construction processes used in tailoring; students acquire skill to make tailored garments; alteration of pattern introduced, pressing and creative expression stressed. Tailoring techniques used for the construction of a suit or coat.		
Prerequisite: HEC 1109.		
HEC 1112 Advanced Principles of Food Preparation		(2-6-4)
Scientific principles applied to preparation of meats, vegetables, pastries, yeast breads, freezing, and food preservation.		
Prerequisite: HEC 1106.		
HEC 1113 Pattern Alteration and Design		(1-3-2)
Fundamental principles of pattern modification and development. Interrelated factors in fitting and flat pattern design.		
Prerequisite: HEC 1109.		
HEC 1114 Lingerie Sewing		(1-3-2)
Basic course in lingerie sewing. Seams to use, best techniques for various types of sewing machines, trims which can be made using fabric scraps. Techniques of sewing all types of lingerie are covered.		
Prerequisite: HEC 1102.		
HEC 1115 Gourmet Cooking		(1-3-2)
Basic course in cooking international dishes. Purchasing of foods, preparation, and proper procedures for serving are stressed.		
Prerequisite: HEC 1106.		
HEC 1116 Curtain Construction		(1-3-2)
Sewing of drapery and curtain material are covered. Course designed to enable the student interested in interior design to do much of the work of color selection, fabric selection, sewing and hanging of materials for decorating windows.		
HEC 1117 Home Baking		(1-3-2)
An advanced course in the preparation of yeast breads. Laboratory sessions will be used to demonstrate and give practice in the baking of a variety of types of breads.		
Prerequisite: HEC 1112.		

		Hours Per Week		Quarter
		Lec.	Lab	Hours Credit
HEC 1118 Sewing Knit and Stretch Fabric	(1-3-2)			
Techniques of sewing all types of knit fabrics. Factory short-cuts which may be applied to all sewing projects will be stressed. A minimum of two garmets will be completed during the course.				
Prerequisite: HEC 1102.				
HEC 1119 Child Care	(1-3-2)			
Methods of meeting physical needs of pre-shcool children. Observation and practice with small children in a child care center will be included in the course.				
HEC 1120 Food Purchasing and Cost Control	(2-2-3)			
A study of the market organization, wholesale market functions, and the purchase of food for institutional use. Emphasis on factors determining quality, grade, and cost.				
Prerequisite: HEC 1106.				
HEC 1121 Economic Problems of the Family	(2-2-3)			
Identification and understanding of major contemporary family economic problems. Methods and techniques of working with families are covered.				
Prerequisite: HEC 1107.				
HEC 1122 Economic Problems of the Family	(2-2-3)			
Promotion of health and the prevention of illness are stressed. Immediate care in home and community emergencies are included. The importance of rehabilitation is emphasized through the course.				
Prerequisite: None.				
HEC 1123 Experimental Food Study	(1-3-2)			
Food preparation from an experimental viewpoint.				
Prerequisite: HEC 1112.				
HHA 1101 Home Health	(7-8-15-16)			
The Home Health course emphasizes basic health care procedures for all age groups in the home setting. Human growth and development, communication, nutrition, safety and home management concepts are integrated. There are no prerequisites or co-requisites.				
HOR 1110 Flower Growing/Plant Identification	(3-6-5)			
Flower Growing/Plant Identification is an introductory course in floriculture provides a comprehensive examination of each of the various types of plants cultured and sold by the retail florist. Consideration is given through lecture and laboratory practice, identification, requirements, proper care, typical problems and appropriate treatment. Techniques and skills relevant to use of tools, products, soil, containers, pruning, potting, transplanting are considered and practiced.				
ISC 1102 Industrial Safety	(3-0-3)			
A study fo the overall picture of the accident toll for the nation's population. It is designed to establish safe work habits in performing the occupation. Principles of accident prevention; injury sources and causes; accident costs; job safety analysis; accident investigation; methods of promoting safe practice, safety education and training; first aid, lifting-manually and mechanically; and fire prevention and protection are some of the topics discussed.				
Prerequisite: None.				
MAT 1101 Fundamentals of Mathematics	(5-0-5)			
Practical number theory. Analysis of basic operations, addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.				

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
MAT 1102 Applied Mathematics			(3-0-3)
Practical problems are especially selected to ensure mastery of mathematics principles applied to each vocational trade.			
Prerequisite: MAT 1101.			
MAT 1104 Trigonometry			(3-0-3)
Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.			
Prerequisite: MAT 1102.			
MAT 1115 Electrical Mathematics			(5-0-5)
An introductory algebra course with trigonometry and vectors needed in alternating current; algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring; exponents, ratios and proportions, algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.			
MAT 1116 Electrical Mathematics			(5-0-5)
A working knowledge of the powers of 10, OHM's law for series and parallel circuits, quadratic equations, Kirchoff's laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms.			
Prerequisite: MAT 1115.			
MAT 1120 Basic Mathematics			(3-0-3)
A review of basic principles of functions, decimals, and percentages. Methods of addition, subtraction, multiplication, and division are reinforced for greater learning. The student is introduced to the metric system of measurement and guided through basic problems of conversion.			
MAT 1028 Mathematics I			(5-0-5)
Mathematics I is a developmental course designed to provide a program of highly individualized instruction in basic mathematics. The student is introduced to simple arithmetic, basic numbers, decimals and how to read a rule. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.			
MAT 1029 Mathematics II			(5-0-5)
A continuation of Mathematics I. The student will be introduced to percentages, algebraic functions and basic trigonometry. Individual goals are established for each student and he progresses at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of the students.			
MAT 1123 Machinist Mathematics			(3-0-3)
Introduces the formulas and equations used in computing gear ratios, machine feeds and speeds and indexing problems.			
Prerequisite: MAT 1101.			
MEC 1010 Machine Shop Practices			(2-6-4)
An introduction to the machine tools dealing primarily with the identification and use of basic hand tools and precision measuring instruments. Elementary layout, procedures and operation of the drill press, the power saw, the metal lathe and the milling machine are introduced in theory and practice.			

MEC 1101 Machine Shop Theory and Practice (3-12-7)

An introduction to the metal working trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.

MEC 1101A Machine Shop Theory and Practice I (2-6-4)

Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Operations on engine lathes, drilling machines, and milling machines will be covered.

Prerequisite: None.

MEC 1101B Machine Shop Theory and Practice I (1-6-3)

A study of theory and practice of elementary layout procedures and processes of lathe, drill press, off hand grinding and milling machines.

Prerequisite: MEC 1101A.

MEC 1102 Machine Shop Theory and Practice II (3-12-7)

An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, guages, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills and milling machines.

Prerequisite: MEC 1101.

MEC 1102A Machine Shop Theory and Practice II (1-3-2)

Instructions in the selection of speeds and feeds, reciprocating and continuous band cut-off saws, and contour band saws. Continued instruction in the use of lathes, drill press, and milling machines.

Prerequisite: MEC 1101.

MEC 1102B Machine Shop Theory and Practice II (1-3-2)

An introduction to the assembly of parts, files, hand broochs, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing. Additional processes on the use of lathes and milling machines.

Prerequisite: MEC 1102A.

MEC 1102C Machine Shop Theory and Practice II (1-6-3)

An introduction to surface grinders and shaper with continued instructions in the use of precision measuring tools, lathes, power drills and milling machines.

Prerequisite: MEC 1102B.

MEC 1103 Machine Shop Theory and Practice III (3-12-7)

Advanced work on the engine lathe, turning, boring, and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worn gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height guages, protractors, comparators, etc. Basic exercises will be given on the turret lathe.

Prerequisite: MEC 1102.

MEC 1103A Machine Shop Theory and Practice III (2-6-4)

Advanced work on the engine lathe, turning, boring, and threading machines, grinders, milling machine and shaper.

Prerequisite: MEC 1102.

	Hours Per Week Lec. Lab	Quarter Hours Credit
MEC 1103B Machine Shop Theory and Practice III Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. Prerequisite: MEC 1103A.		(1-6-3)
MEC 1104 Machine Shop Theory and Practice IV Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: MEC 103.		(3-12-7)
MEC 1104A Machine Shop Theory and Practice IV Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection. Additional processes on the tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Prerequisite: MEC 1103.		(1-6-3)
MEC 1104B Machine Shop Theory and Practice IV Special procedures and operation on the lathe, milling machine, etc. Includes observing safety procedures and establishing good attitudes and work habits. Prerequisite: MEC 1104A.		(2-6-4)
MEC 1110 Numerical Control Theory and Practice I An introduction to numerical control. Demonstrations by the instructor of the various pieces of N/C machining and peripheral equipment in the machine shop, pointing out the various controls and operating procedures including safety instructions. Students will program, set up, and operate the various shop N/C equipment while working on projects. Prerequisites: MEC 1101, MAT 1101.		(1-3-2)
MEC 1111 Numerical Control Theory and Practice II An advanced course in numerical control. Students will program, set up and operate the various pieces of N/C equipment in the machine shop while working on projects. Prerequisite: MEC 1110.		(2-6-4)
MEC 1119 Applied Metallurgy This course gives the student practical theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment is performed on sample materials with emphasis on low and high carbon steels. Testing equipment for verification of correct treatment is used.		(2-3-4)
PHY 1101 Applied Science An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.		(3-2-4)
PHY 1102 Applied Science The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.		(3-2-4)

PLU 1131 Plumbing I

(8-15-13)

This course is an introduction to the plumbing trade. It includes plumbing systems, use and care of plumbing materials. The student will learn to solder copper pipe, cement plastic pipe, and pour lead joints. Plumbing layouts and the study of the North Carolina Plumbing Code will also be introduced.

PLU 1132 Plumbing II

(3-15-8)

This course is a continuation of PLU 1131. The student will practice "roughing-in" houses which includes measuring for and cutting holes in stud walls; figuring proper slope in pipe; and locating stacks, stack vents, toilets and drains. The student will also learn to determine size of and to install water pipe and waste pipe. The study of plumbing layouts and the North Carolina Plumbing Code will be continued.

Prerequisite: PLU 1131.

PLU 1133 Plumbing III

(5-18-11)

This course is a continuation of PLU 1132, general plumbing practice will be continued. However, in this quarter, the student will assist in the selection and installation of all types of fixtures as well as the selection, installation and service of water heaters. The study of plumbing layouts and the North Carolina Plumbing Code will be continued.

Prerequisite: PLU 1132.

PLU 1134 Plumbing IV

(3-21-10)

This course is a continuation of PLU 1133. The installation of plumbing will be continued. Additionally, the topics of plumbing repairs, troubleshooting and unclogging drains will be covered. The study of layouts and plumbing codes will be concluded.

Prerequisite: PLU 1133.

PME 1101 Internal Combustion Engines

(3-15-18)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1101A Internal Combustion Engines

(2-6-4)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work.

PME 1101B Internal Combustion Engines

(1-9-4)

Continuation of emphasis begun in PME 1101A. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, cooling systems, proper lubrication, and methods of testing, diagnosing, and repairing.

Prerequisite: PME 1101A.

PME 1103 Automotive Fuel and Emission Systems

(3-6-5)

Emphasis is placed on carburetion, fuel pumps, lines and fuel injection. This course will enable the student to diagnose and repair any of the fuel system problems encountered on cars today. A study of the purpose, operation, troubleshooting and service of automotive emission controls is included.

PME 1104 Automotive Engine Electrical and Electronics Systems

(3-12-7)

This is a study of the ignition, charging, cranking, and computer control systems that are used on engines. Included in this course is the usage of scopes, exhaust analyzers, dynamometers and other test equipment.

	Hours Per Week Lec. Lab	Quarter Hours Credit
PSY 1101 Human Relations		(3-0-3)
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.		
WLD 1101 Basic Gas Welding		(0-3-1)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods, applicable to mechanical repair work.		
WLD 1105 Auto Body Welding		(0-3-1)
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joint. Safety procedures are emphasized throughout the course. Prerequisite: WLD 1101.		
WLD 1110 Techniques of Arc Welding		(2-6-4)
Introduction and practice in the shielded metal arc welding process. Discussions pertaining to the safe use of machines and tools involved in arc welding. The student will have the opportunity to practice but, lap, and tee joints in the four welding positions. Welds will be tested for strength. Safety will be emphasized.		
WLD 1112 Mechanical Testing and Inspection		(1-3-2)
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.		
WLD 1121 Arc Welding		(5-15-10)
The operation of AC transformers and DC motor generator ARC welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized through the course in the use of tools and equipment.		
WLD 1121A Arc Welding		(2-6-4)
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities and electrodes for use in joining various metal alloys by the arc welding process. Butt welds and fillet welds made in the flat positions. Safety procedures are emphasized. Welds are mechanically tested to determine strength. Visual inspection performed. Course is offered under an extended evening schedule.		
WLD 1121B Arc Welding		(3-9-6)
Continued study of the arc welding process. Butt and fillet welds in the vertical, horizontal, and overhead positions. Welds mechanically tested and inspected for weaknesses. Safe use of equipment and tools is emphasized. Course is offered under an extended evening schedule. Prerequisite: WLD 1121A.		

	Hours Per Week		Quarter
	Lec.	Lab	Hours Credit
WLD 1123 Inert Gas Welding			(5-12-9)
Introduction and practical operations in the use of inert-gas-shielded arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.			
Prerequisites: WLD 1120, WLD 1121.			
WLD 1123A Inert Gas Welding			(3-9-6)
Introduction and practical operation in the use of the inert gas shielded arc welding process. A study will be made of the equipment, operation, safety, and practice in the flat position. Types of shielding gases and filler rods are studied.			
Prerequisite: WLD 1120B, WLD 1121B.			
WLD 1123B Inert Gas Welding			(2-3-3)
Further study of the inert gas shielded welding process. Practice in the vertical, horizontal, and overhead positions. Continued study of types of shielded gas and filler rods; process variations and applications. Manual and automatic welding.			
Prerequisite: WLD 1123A.			
WLD 1124 Pipe Welding			(5-15-10)
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.			
Prerequisite: WLD 1121.			
WLD 1124A Pipe Welding			(3-9-6)
Provides practice in the welding of pressure pipe in the horizontal position by using the shielded metal arc welding process according to Sections VIII and IX of the ASME Code.			
Prerequisite: WLD 1121B.			
WLD 1124B Pipe Welding			(2-6-4)
Practice in the welding of pressure pipe in the vertical and horizontal fixed position by using the shielded metal arc welding processes according to Sections VIII and IX of the ASME Code.			
Prerequisite: WLD 1124A.			
WLD 1125 Certification Practices			(4-6-6)
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.			
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.			
WLD 1129 Basic Welding			(2-3-3)
Basic characteristics of metals, equipment, its construction and operation are presented by means of audio-visual and other educational media. Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating gas and arc welding equipment. Practice will be given in surface welding; bronze welding, silver-soldering, and flame-cutting and arc welding methods applicable to mechanical repair work.			
WLD 1220 Oxyacetylene Welding and Cutting			(3-9-6)
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.			

GUIDED STUDIES

Technical, General, and Vocational Preparatory

The Guided Studies Program provides an opportunity for students who need to strengthen their basic educational background. Through a flexible series of courses, instruction is provided in small groups to help the student overcome educational deficiencies that would likely prevent the student from succeeding in an associate degree or diploma program. Students are encouraged to explore career opportunities and review their educational plans with a counselor in the Office of Student Affairs while taking these courses.

Guided Studies courses are offered in the areas of reading and vocabulary development, grammar and composition, and mathematics.

Both classroom teaching and programmed instruction techniques are utilized in these courses. Students are assigned to courses depending upon the extent of their deficiencies and the entry requirement of the program of study they wish to pursue. Students may spend from a few hours per week during one quarter up to one full academic year (three quarters) in Guided Studies courses.

Guided Studies courses may be taken only if necessary. On the other hand, a student may enroll, with the approval of his or her advisor, for one or more Guided Studies courses in combination with one or more regular credit courses. Students registering for the first time are expected to schedule courses approved by the Admission Office in cooperation with their faculty advisors. Specific content in each course may vary somewhat with the student's needs and educational objectives.

Course Title			Hours Per Week		Quarter
			Lec.	Lab	Hours Credit
ENG	091	Vocabulary and Reading	3	0	3
ENG	094	Basic Grammar and Composition	3	0	3
MAT	091	Developmental Mathematics I	3	0	3

COURSE DESCRIPTIONS

	Hours Per Week		Quarter Hours Credit
	Lec.	Lab	
ENG 091 Vocabulary and Reading			(3-0-3)
Emphasis is placed on vocabulary and reading skill development. Course content is designed flexibly in accordance with specific reading and vocabulary requirements of the student's educational objectives.			
ENG 094 Basic Grammar and Composition			(3-0-3)
Emphasis is placed on sentence structure, basic mechanics of clear writing, and paragraph development.			
MAT 091 Developmental Mathematics I			(3-0-3)
Emphasis is placed on mathematical skills required for successful performance in technical and vocational programs, depending upon the student's objective. Through small group instruction and the use of programmed materials students are assisted in strengthening their background to the extent necessary.			





CONTINUING EDUCATION

General Information

Adult Basic Education

Adult High School Education

Human Resource Development

Public Service

Health Services Education

Business and Industrial Service

Professional Inservice

Academic

Practical Skills

Avocational

Community Service

Continuing Education Units

PHILOSOPHY

Johnston Community College is committed to a comprehensive continuing education program for all citizens in its service area. To fulfill this commitment, the College offers a variety of continuing education activities based on the needs and interests of area citizens. Classes can be formed upon request when only three requirements are met: ten (or more) students must enroll, a qualified instructor must be available, and a suitable location for classes must be acquired.

Through the Continuing Education program, citizens find opportunities to retrain and update themselves for today's job market, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, gain knowledge in general education, and develop creativity in the fine arts.

GENERAL INFORMATION

Continuing Education programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and programs may be initiated by request from groups, the industrial community, or other service organizations. Johnston Community College, in keeping with its commitment to Continuing Education, cooperates with all groups whether public or private, industrial or service, whose goal is the development of Continuing Education for the citizens of Johnston County.

ADMISSION

Any person eighteen years of age or older and not enrolled in high school may be admitted to a Continuing Education class. In extenuating circumstances with petition, a person between the ages of sixteen and eighteen years of age may be admitted to a Continuing Education class.

Prior to the beginning of each quarter, a course schedule is published and made available to potential students upon request. Courses which begin between quarters are announced through local news media.

FEES

A \$15.00 registration fee per course is charged for occupational Continuing Education classes (Driver Education is \$40.00). The registration fee for academic courses is \$20 and the fee for practical skills and avocational courses is \$25. All fees, when charged, are due and payable at the first class session. Books and supplies are available through the College's bookstore. When classes meet at community centers, the College makes it possible for books to be purchased at the center. Students who are fire department personnel, inmates, law enforcement officers, volunteer rescue squad personnel, citizens 65

years old or older, and the students participating in Adult Basic Education, GED, Adult High School classes, and Human Resources Development are exempt from the registration fee.

ATTENDANCE

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75 percent student attendance in each course is required to receive the Adult High School Diploma and/or the Achievement Certificate.

ADULT BASIC EDUCATION

Adult Basic Education offers persons of all ages above age eighteen the opportunity to develop essential language and arithmetic skills needed by everyone in modern society. The program is designed to help individuals better understand information and make decisions that affect their lives.

Adults with less than eight years of formal education develop reading, writing and mathematical skills in classes taught by experienced adult education teachers. The program is flexibly conducted to meet the individual needs of those who enroll in each class. Much of the material used deals with consumer information.

There is no cost to the individual for taking Adult Basic Education. All books and materials are supplied without charge.

Individual and small group instruction is offered in English fundamentals, basic mathematics, health, general science and social sciences.

The Adult Basic Education program operates year round. Enrollment is open at all times for new students to enter. Classes are scheduled during day and evening hours in convenient locations throughout Johnston County.

Students are encouraged to complete Adult Basic Education and then enter Adult High School Education courses, which are offered at various locations throughout Johnston County.

Successful completion of Adult Basic Education is recognized by award of a certificate of Johnston Community College.

ADULT HIGH SCHOOL EDUCATION

The Adult High School Diploma Program, co-sponsored by Johnston Community College and the Johnston County Board of Education, is designed to meet the needs of those adults who have not completed high school.

Adult High School classes are offered throughout Johnston County, as well as on the College's campus. Emphasis is placed on six major subject areas: English, Math, Science, Social Studies, Consumer Economics, and Human Relations Development. Proficiency in these subjects is measured by standardized educational achievement tests.

Adult High School students who complete course work must attain a passing score on the North Carolina Competency test. Students who satisfactorily complete course work but fail the competency test will be awarded a certificate showing their successful completion of all graduation requirements except the competency test.

Students who successfully complete the program are awarded the Johnston County Adult High School Diploma. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

HUMAN RESOURCE DEVELOPMENT

The Human Resource Development program is designed to help those men and women who lack the knowledge, incentive and/or skills to obtain and hold jobs in modern industry and business.

H.R.D. is a state-funded program directed toward helping the enrollees further their employability through a recognition and knowledge of personal assets and limitations, the effect of behavior on others, and the processes for problem solving.

All prospective students are interviewed and counseled as to their eligibility and their specific educational needs; and if accepted, a program of study is tailored to fit their individual need. Usually this means a blend of programmed Adult Basic Education, Adult High School Education, and Motivational Training.

Upon completion of the H.R.D. program, graduates may be enrolled in other curriculums offered at Johnston Community College, or may enter the local job market.

PUBLIC SERVICE PROGRAMS

Law Enforcement Training

Law Enforcement Training is provided at the request of local law enforcement agencies. Courses are especially designed as inservice and preservice education for those engaged in law enforcement activities. Workshops and courses are offered in many areas such as the following:

BASIC RECRUIT TRAINING	SECURITY PERSONNEL
RADAR TRAINING	TRAINING
BREATHALYZER OPERATOR'S	CRIMINAL LAW
SCHOOL	DEFENSIVE TACTICS
CONSTITUTIONAL LAW	FIREARMS
INTRODUCTION TO POLICE	DRUGS AND NARCOTICS
SCIENCE	MOTOR VEHICLE LAWS
	FINGERPRINTING

Fire Service Training

Fire Service Training is designed to provide firemen the opportunity to gain technical information and skill in modern fire fighting through a variety of learning experiences and practical problems. The classes are often taken directly to the firemen through

training sessions held in local departments and training fields in the community. Among the courses offered are the following:

INTRODUCTION TO	ROPE PRACTICES
FIREFIGHTING	LADDER PRACTICES
PORTABLE FIRE	HOSE PRACTICES
EXTINGUISHERS	RESCUE PRACTICES
FIRE STREAM PRACTICES	FORCIBLE ENTRY
FIRE APPARATUS PRACTICES	ARSON DETECTION
FIRE FIGHTING PROCEDURES	SCHOOL BUS EVACUATION
SALVAGE AND OVERHAUL	AND FIRE SAFETY
PRACTICE	
PROTECTIVE BREATHING	
EQUIPMENT	

Health Services Education

Health Education courses are especially designed to improve health care to the public by providing opportunities for individuals engaged in all aspects of health services to update themselves in their profession. Courses are offered in many areas such as the following:

EMERGENCY MEDICAL	UNDERWATER RESCUE
TECHNICIAN (EMT)	RECOVERY
CARDIO-PULMONARY	FUNERAL SERVICES
RESUSCITATION (CPR)	AMBULANCE ATTENDANT
MULTI-MEDIA FIRST AID	EKG AND CORONARY CARE
ADVANCED RESCUE	RADIATION EMERGENCY
PROCEDURES	TRAINING
INDUSTRIAL SAFETY	NURSING REFRESHER
WATER SAFETY	
DISASTER MANAGEMENT	

BUSINESS AND INDUSTRIAL SERVICE PROGRAMS

Johnston Community College sponsors and promotes a number of educational services which contribute to the needs of new, expanding or existing businesses and industries and to the training needs of the people of Johnston County. Many of the programs do not carry degree credit. They are designed to fit organizational or individual needs. These programs are aimed at improving available services for placement of workers, and helping workers to adapt to changing demands for skills. Emphasis is placed on upgrading present industrial and business employees and matching job seekers with vacancies.

Management Development Training

Management Development Training Courses are designed for potential and active supervisors who want to prepare for more effective leadership and advancement. Courses are offered at the College campus or in industrial plants. The courses are flexible in terms of content and meeting times. Every effort is made to fit course content to particular industrial or business needs. Emphasis is placed

on training individuals in supervisory skills which help reduce worker training time, improve worker safety records, reduce labor turnover, improve product quality, upgrade production records, and improve an industry's image. Among the courses provided are the following:

PRINCIPLES OF SUPERVISION	STRESS MANAGEMENT
TIME & MOTION	HUMAN RELATIONS
MANAGEMENT	ART OF MOTIVATING
ABSENTEEISM AND TURNOVER	PEOPLE

Business Management

Business Management Courses are planned for individuals employed in wholesale, retail and service occupations. Emphasis is placed on improving customer and job relations, making the best use of advertising, improving individual personality and salesmanship, developing oral communication and training individuals to function more effectively in their respective occupations. Courses and workshops are offered in many subject areas such as the following:

SALES AND PROMOTION	AUCTIONEERING
FINANCIAL MANAGEMENT	CUSTOMER SERVICE
BANKING	SHOPLIFTING PREVENTION
INSURANCE LICENSURE	REAL ESTATE
INCOME TAX	INVESTMENTS

Vocational Inservice Education

Non-curriculum short courses are planned especially for adults who desire to update themselves in skilled and technical areas. Examples of areas in which courses may be planned are:

WELDING	CARPENTRY
ELECTRICAL WIRING	AGRICULTURAL TECHNOLOGY
MASONRY	ELECTRONICS
AUTOMOTIVE MECHANICS	SURVEYING
SMALL MOTOR REPAIR	PLUMBING
BLUEPRINT READING	DRAFTING
TAXIDERMY	

New and Expanding Industry

The major goal of the New and Expanding Industry Program is to promote the expansion of existing industries and to assist in the training of employees for new industries being established in North Carolina.

This program is a cooperative effort between the State of North Carolina and Johnston Community College.

Upon request from a new or expanding industry, Johnston Community College will provide a training program individualized to meet the firm's specific needs. Approved training programs for new and expanding industries are funded by the State of North Carolina.

PROFESSIONAL INSERVICE PROGRAMS

Professional Inservice Programs include courses in Business Education, Health and Welfare Education, and Teacher Education. Courses are offered at the professional and sub-professional levels.

Business Education

Courses in Business Education are planned especially for adults who desire business education for personal or job-related purposes. Among the courses provided by the College are the following:

BEGINNING TYPING	BUSINESS CORRESPONDENCE
BUSINESS ENGLISH	BUSINESS MATH
ABC SHORTHAND	BUSINESS MACHINES
COMPUTER INTRODUCTION	COMPUTER PROGRAMMING

Teacher Inservice Education

Teachers are increasingly seeking opportunities for professional growth through inservice education. The College cooperates with local agencies in providing short courses, workshops, and courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

ASSERTIVE TRAINING	DRUGS & ALCOHOL
BEHAVIOR MANAGEMENT	STRESS MANAGEMENT
ART	MUSIC
READING	COUNSELING
AUDIO-VISUAL MATERIALS AND METHODS	

Academic Extension

Academic extension courses serve the academic educational needs of adult citizens, including courses in humanities, mathematics and science, and social sciences. Courses are offered in many subject areas such as the following:

MUSIC APPRECIATION	GENEALOGY
BIBLE	LOCAL HISTORY
LANGUAGES	CREATIVE WRITING
MATH	PSYCHOLOGY
CONSUMER EDUCATION	SPEED READING
MARRIAGE AND THE FAMILY	ESTATE PLANNING

Practical Skills

Practical Skills extension courses are designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or may lead to employment. Among the courses provided by the College are the following:

FURNITURE REFINISHING	BOOKKEEPING
SPORTS OFFICIATING	WOODCARVING
PICTURE FRAMING	LANDSCAPING
CHAIR CANING	QUILTING
CLOCK REPAIR	WALLPAPER HANGING

Avocational Extension

Avocational extension courses focus on an individual's personal needs rather than his occupation, profession or employment. Examples of courses provided by the College are the following:

BASKETWEAVING

CALLIGRAPHY

CERAMICS

CRAFTS

INSTRUMENTAL MUSIC

SELF-DEFENSE

PERSONAL PHOTOGRAPHY

VOCAL MUSIC

OIL PAINTING

FLORAL DESIGN

CAKE DECORATING

GUNSMITHING

COMMUNITY SERVICE PROGRAMS

Johnston Community College plans to sponsor and promote a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

SEMINARS AND CONFERENCES

FINE ARTS EXHIBITS

SPEAKER AND FORUM SERIES

MUSICAL PROGRAMS

DISCUSSION GROUPS

COMMUNITY STUDIES

CONTINUING EDUCATION UNITS

Johnston Community College is responsible for establishing and maintaining a permanent record of all "CEU's" awarded. Records are available on a permanent basis for purposes of being responsive to requests from employers or certifying organizations. Information recorded includes:

Name of individual student

Social security number

Title of course or program

Course description and level of instruction

Starting and ending dates of activity

Location of activity

Format of activity

Number of CEU's awarded

Student performance evaluation

Name of instructor

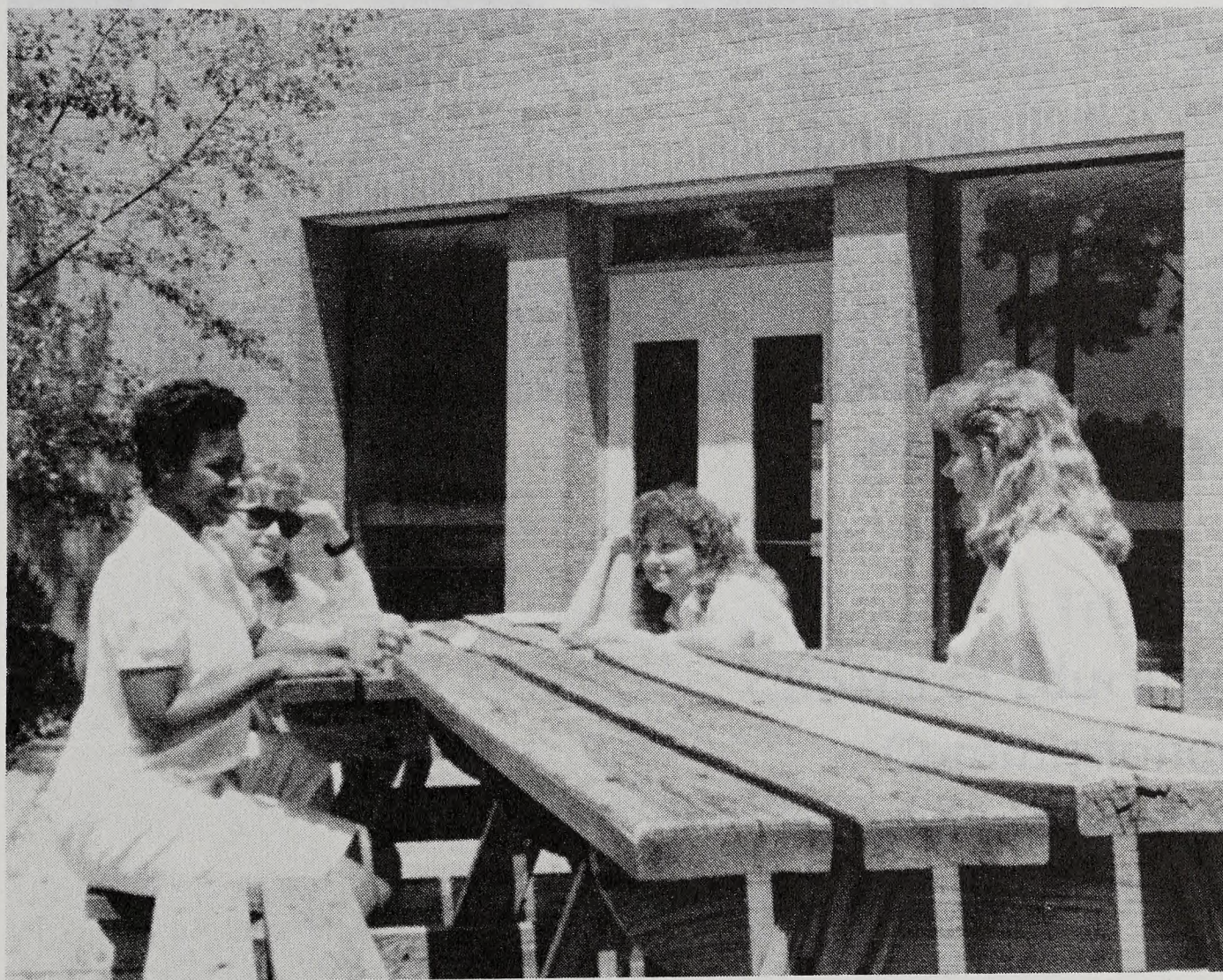
Cooperating sponsor

The system of recording units for participants is in accordance with the current system of permanent records in use at the College. At the discretion of the College, a separate and parallel system is maintained.

CEU activities are described in terms of audience, purpose, format, content, duration, teaching staff, course prerequisites and level of instruction. This essential information is maintained in condensed form in the permanent records of the College. Continuing education programs which are intensive technical and professional courses,

inservice training programs, courses that serve for certificate or licensing requirements, occupational skill upgrading courses, liberal education programs, paraprofessional training programs, and other vocational training programs, either inservice or in preparation for job-entry positions are examples of programs eligible for CEU's.

The number of CEU's awarded is to be determined by considering the number of contact hours in a formal learning situation and evaluating other experiences connected with the program. The decimal system allows the records to reflect the number of CEU's to be awarded, based on contact hours, e.g., 1.5 CEU, 2.4 CEU, etc. A normal one-week short course usually approximates 30 contact hours of participation and would normally be awarded 3.0 CEU. A two-day program seldom involves more than 10 or 12 contact hours and would be awarded 1.0 or 1.2 CEU's.





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- ELLEN R. WATSON*Coordinator, Extension Programs at Kenly*
B.S., East Carolina University; M.Ed., *Ibid.*



them the instruction, extending through two years of standard college work, which enable them to enter in the University or in senior college and on into life in numerous fields of life in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will gladly make use of the wisdom of the ages and the experience of our own times and help them on to maturity.

W. D. HARRIS, Jr., Chairman
State Board of Education
1964

JOHNSTON COMMUNITY COLLEGE

The Open Door

The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents, (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which enable them to go on to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity.

W. D. Herring, For Chairman
State Board of Education
1964



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